

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held on Tuesday 19 May 2014 at 6.00pm
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors A Wingrave, P Winstone, D Jones, M Funning, J Dudley, G Morgan, M Cole, C Teague, M Teague, J Hale

Apologies Councillors E Jones, P Hunter, D Thomas, L Rabaiotti-Jones, T Wyn-Jones, B McCathail, J Bryant

3105 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3106 Appointment of Chairman

RESOLVED that Councillor W Griffiths be appointed Chairman for 2014/15.

3107 Chairman's Declaration of Acceptance

RESOLVED noted that Councillor W Griffiths signed the Declaration of Acceptance of Office as Chairman

3108 Appointment of Vice Chairman

RESOLVED that Councillor M Teague be appointed Vice Chairman for 2014/15.

3109 Vice Chairman's Declaration of Acceptance

RESOLVED noted that Councillor M Teague signed the Declaration of Acceptance of Office as Vice Chairman

3110 Membership of Committees

RESOLVED that Members be elected to the following Committees as indicated –

Resources Committee – Councillors W Griffiths, M Teague, M Cole, J Dudley, J Hale, P Hunter, G Morgan, C Teague and A Wingrave

Open Spaces Committee - Councillors W Griffiths, M Teague, D Jones, J Hale, P Hunter, C Teague, A Wingrave, L Rabaiotti Jones and M Cole

Festivals Committee - Councillors W Griffiths, M Teague, M Cole, J Dudley, J Hale, P Hunter, G Morgan, C Teague and A Wingrave

Staffing Committee - Councillors W Griffiths, C Teague and J Hale

Appeals Committee – No Members nominated and the Committee be elected on an ad-hoc basis should the need arise.

Hall Management Committees – Noted that Committees were only required for the Bryncoch and Caewern Community Centres, and local Members were elected to represent Council on each.

3111 Membership of Outside Bodies

RESOLVED that Members be elected to the following Outside Bodies as indicated –

Neath Port Talbot CBC/Community Councils Liaison Committee –
Councillors P Hunter and G Morgan

One Voice Wales and Neath Port Talbot Area Committee – Councillor A Wingrave

School Governing Bodies – Council representation be maintained as follows and Councillor M Cole be elected to replace Councillor C Teague at Blaenhonddan Primary School –

- Blaenhonddan CIW Primary Councillor G Morgan
- Catwg Primary Councillor M Funning
- Cilffriw Primary Mrs L Sieger
- Waunceirch Primary Councillor W Griffiths

3112 Income and Expenditure 2013/14

The Clerk submitted the Income and Expenditure Report for 2013/14 in advance of its submission for audit. RESOLVED that the accounts be approved.

3113 Annual Investment Strategy 2014/15

The Clerk submitted a draft Annual Investment Strategy for 2014/15. RESOLVED that the Draft Strategy be approved, subject to the Clerk reviewing the Council's current investment arrangements when appropriate and reporting back to Council.

3114 Policies and Procedures

RESOLVED that the following policies and procedures be adopted–

- Standing Orders
- Financial Regulations
- Health and Safety Policy
- Freedom of Information Scheme
- Risk Management Plan
- Halls Management Committee Regulations

Further RESOLVED that the Draft Risk Assessment summarised by the Clerk be adopted for audit purposes, be circulated and referred to the Resources Committee and Council for detailed consideration in due course.

3115 Financial Management Arrangements

RESOLVED that –

- existing financial arrangements as outlined in the Draft Annual Investment Strategy be endorsed
- the following Members be authorised to act as bank signatories on the Council's behalf – Councillors W Griffiths, M Teague, D Jones, J Dudley
- Council appoint Mr L Llewellyn as its Internal Auditor in 2014/15.

3116 Chairman's Allowance

RESOLVED that a Chairman's Allowance for 2014/15 be set at £300.00.

The meeting ended at 6.57 pm.

Signed

Dated 16 June 2014

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Tuesday 19 May 2014 at 7.00pm
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors A Wingrave, P Winstone, D Jones, M Funning, J Dudley, G Morgan, M Cole, C Teague, M Teague, J Hale

Apologies Councillors E Jones, P Hunter, D Thomas, L Rabaiotti-Jones, T Wyn-Jones, B McCathail, J Bryant

3117 Declarations of Interest

At the start of the meeting, Councillors D Jones, A Wingrave and J Dudley declared an interest in Item 6 – Planning Applications.

3118 Minutes of the Monthly Meeting held on 14 April 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 14 April 2014 be confirmed as a correct record.

3119 Matters Arising

1. Further to Minute 3085 and the possibility of installing an alarm at the Cadoxton Office, the Clerk's report and an indicative estimate were noted. RESOLVED that the Clerk speak with the Police Community Liaison Officer and that further discussions occur regarding IT security.
2. Further to Minute 3086 and the Youth PACT Meeting held at Bryncoch CC, RESOLVED that Member concern at the poor attendance and the need for better publicity be noted.

3120 Payments – May 2014 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3121 Planning Applications

(Councillors A Wingrave, D Jones and J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED that the Clerk's Report be approved and that no objection be made to each of the planning applications reported.

3122 Minutes of the Festivals Committee held on 01 May 2014

RESOLVED that the Minutes of the Festivals Committee held on 01 May 2014 be adopted.

3123 Council Event

Members explored the possibility that a second event be held in the community following on from the successful recent event held at the Owain

Glyndwr Community Centre. A number of opportunities in the Cadoxton, Cilfrew and Aberdulais areas were mentioned, and whilst Members agreed the principle, it was RESOLVED that the matter be referred to the Festivals Committee for detailed discussion of the scope and feasibility.

3124 "A Shared Community – Model Charter"

The Clerk referred to the Draft Charter document which had been circulated. He indicated that whilst it was a draft final version, there were minor changes proposed by Neath Port Talbot CBC. He summarised the document which Members RESOLVED to note pending any other comments.

3125 Development Strategy

The Chairman referred to the need for Council to have a planned approach to the maintenance and improvement of its facilities, and to invoke discussions with Neath Port Talbot CBC regarding ownership of assets. The Clerk outlined some key considerations regarding information to hand and needed, and the possible way forward for Council. Following discussion by Members, it was RESOLVED that a Special Meeting of Council be convened to discuss the matter further.

3126 Police and PACT Meetings

There were no specific reports on PACT Meetings, but the Clerk indicated that a request had been received from a PCSO for keys to one of the Council's Community Centres. RESOLVED that the Clerk check which PCSOs have keys for which centres and report back to Council.

3127 Reports from Outside Bodies

There were no substantive reports.

3128 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3129 Matters Arising from Exempt Items

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minute 3118 refers).

3130 Payments – May 2014 (personnel related)

RESOLVED that the Clerk's report be approved.

3131 Minutes of the Resources Committee held on 01 May 2014

Following clarification by the Clerk of Committee discussions leading to Minute 3103, and further discussion by Members, RESOLVED that the Minutes of the Resources Committee held on the 01 May 2014 be adopted.

3132 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|---|---|
| 1 | Welsh Government | Letter re Governance in Small Public Bodies |
| 2 | Neath Port Talbot Special Needs Support Group | Email re Storage at Bryncoch CC |
| 3 | Post Office | Letter re Changes to Caewern Post Office |
| 7 | NPT CBC Education LLL | Statutory Notice, Ysgol Hendre etc |
| 8 | One Voice Wales | Notification of Larger Councils Conference |
| 9 | Independent Remuneration Panel for Wales | Survey |

RESOLVED that the following items of correspondence be actioned as indicated -

4 Neath Port Talbot SNSG Enquiry re Fun Day at Bryncoch CC
Council refuses the request to allow the fun day given the nature of the Community Centre and its setting and the scale of the proposals outlined, but offer to discuss other possibilities that may be more appropriate.

5 Mr M Betts Enquiry re Party at Bryncoch CC
Council agrees to allow the event.

6 Neath Port Talbot Children and Young People's Partnership Summer Playschemes
Council agrees to support the summer playscheme programme and offer free use of its facilities.

The meeting ended at 8.50 pm

Signed

Dated 16 June 2014

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in the Aberdulais Community Centre, Neath on Thursday 12 June 2014, at 9.30 a.m.

Presiding Councillor C Teague

Present Councillors W Griffiths R M Teague J Hale

Apologies Councillors M Cole G Morgan J Dudley P Hunter,

3133 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3134 Appointment of Chairman

RESOLVED that Councillor J Dudley be appointed as Chairman.

3135 Appointment of Vice-Chairman

RESOLVED that Councillor C Teague be appointed as Vice-Chairman.

3136 Minutes of the Last Meeting

RESOLVED that the Minutes of the Festivals Committee held on 01 May 2014 be confirmed as a correct record.

3137 Matters Arising

There were no matters arising.

3138 Fun Day Feedback

On behalf of the Chairman, Councillor M Teague submitted a verbal report on feedback from the Fun Day on 05 May 2014 thanking all those who made a contribution, and making suggestions for the next Fun Day. Members discussed a number of issues arising. RESOLVED that the Committee recommend to Council that the 2015 event be held on May Day, and that the following be considered further at the next meeting of the Committee, in advance of planning the Fun Day in 2015 –

- Review of potential stall holders
- Review of existing activities, particularly involving the Fire Service and the animal activities
- Consideration of splitting the beverages from the food servery to assist with space and efficiency
- Reconsider the layout, and the location of tents in particular.

3139 Second Community Event in 2014-15

The Clerk referred to discussion at Council regarding the possibility of a second event in 2014-15 (Minute 3123, 19 May 2014 refers). Members discussed the possibility of holding an event in Aberdulais, Cilfrew or Cadoxton. The merits of respective sites were discussed and the outside

opportunities at Aberdulais were viewed. Members considered the availability of services and traffic management implications. It was agreed that the scale of an event would be different to that in Waunceirch given the locational characteristics of the respective communities, and that organisation would benefit greatly from the involvement of a third party. Potential dates in 2014 were also considered. The Committee visited the playing field at Cilfrew to view the opportunities at that potential site.

RESOLVED that Council be recommended to promote and arrange a community event in Cilfrew on Saturday 06 September 2014. Further RESOLVED that the Chairman and Vice Chairman of the Committee meet with a potential third party partner with a view to that partner assisting in the organisation of the event.

The meeting ended at 11.05 am

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in the Caewern Community Centre, Neath on Thursday 12 June 2014, at 6.30 pm.

Presiding Councillor M Teague

Present Councillors W Griffiths C Teague J Hale

Apologies Councillors M Cole G Morgan J Dudley P Hunter,

3140 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3141 Appointment of Chairman

RESOLVED that Councillor M Teague be appointed as Chairman.

3142 Appointment of Vice-Chairman

RESOLVED that Councillor W Griffiths be appointed as Vice-Chairman.

3143 Terms of Reference

The Clerk referred to the Terms of Reference of the Committee as agreed on 30 September 2013. He also referred to the statutory basis on which the public and press may be excluded from meetings of the Council and its Committees. RESOLVED that the Clerk redraft the Terms of Reference of the Committee for submission to its next meeting before consideration by Council.

3144 Minutes of the Last Meeting

RESOLVED that the Minutes of the Resources Committee held on 01 May 2014 be confirmed as a correct record.

3145 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted.

3146 Staffing Structures – Community Centres

The Clerk referred to Minute 3103 of the Resources Committee on 01 May 2014, as confirmed by Council Minute 3131 of Council on 19 May 2014. He outlined a series of assumptions that arose from the principles agreed by Council, and clarified the procedures that would need to be adhered to if changes to existing staffing arrangements were proposed. The Clerk also summarised options that the Council could explore in the establishment of an effective staffing structure to facilitate effective management of the Council's community centres. Members expressed a preference for an option that –

- Benefited from a centralised booking system for all community centres, and from a robust reiteration of hirer obligations

- Maintained a caretaker role at each community centre
- Made provision for relief and weekend caretaker roles
- Explicitly identified realistic hours of employment
- Limited the provision for overtime working
- Standardised terms and conditions of employment as far as possible

RESOLVED that the Clerk undertake an assessment of the preferred option and report back to the Committee, before compiling a comprehensive report for consideration by Council.

3147 Risk Assessment

The Clerk referred to the Draft Risk Assessment previously circulated to all Members of Council, and confirmed that one Member had offered supportive comments on the draft. He indicated that, as a generic risk assessment, the document covered all of the Council's activities, but did not replace more specific risk assessments that would need to be drafted from time to time.

RESOLVED that Council be recommended to approve the Draft Risk Assessment as previously circulated.

The meeting ended at 8.35 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Tuesday 16 June 2014 at 6.30pm
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors, P Winstone, D Jones, J Dudley, G Morgan, M Cole, C Teague, M Teague, J Hale, D Thomas, T Wyn-Jones, B McCathail

Apologies Councillors E Jones, P Hunter, A Wingrave

3148 Declarations of Interest

At the start of the meeting, Councillors D Jones and J Dudley declared an interest in Item 7 – Planning Applications.

3149 Minutes of the Annual Meeting held on 19 May 2014

RESOLVED that the Minutes of the Annual Meeting of Council held on 19 May 2014 be confirmed as a correct record, subject to amendment of Minute 3111 to refer to the Bryncoch CIW Primary School.

3150 Minutes of the Monthly Meeting held on 19 May 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 May 2014 be confirmed as a correct record.

3151 Matters Arising

1. Further to Minute 3112 and the Council's Income and Expenditure Accounts for 2013/14, the Clerk reported that the Internal Audit Report had been received and that there were no matters to be raised with Council, although some procedural clarifications had been sought. In view of this, the Clerk referred to the Annual Return and Governance Statement, and it was RESOLVED that the Chairman be authorised to sign the documents so that they may be forwarded to the external auditor.
2. Further to Minute 3126 and the request from local PCSOs for keys to the Council's community centres, RESOLVED that keys be issued, subject to confirmation that the buildings would only be used by the PCSOs themselves, receipt of the keys being acknowledged, and the Council retaining the right to retrieve the keys should it need to do so.

3152 Payments – June 2014 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved, and that authority be granted to pay an account for Grounds Maintenance as soon as possible.

3153 Planning Applications

(Councillors D Jones and J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED that the Clerk's Report be approved and that no objection be made to the planning application reported.

3154 Minutes of the Festivals Committee held on 12 June 2014

RESOLVED that the Minutes of the Festivals Committee held on 12 June 2014 be adopted.

3155 Storage Issues at Bryncoch Community Centre

The Clerk referred to issues that had arisen recently regarding the store room at Bryncoch Community Centre, and the need to provide more effective storage solutions that did not compromise the means of escape in the immediate vicinity. He outlined an option to sub-divide the room and provide adequate lockable storage, and the option to close one entrance to the Roy Jones room and utilise an alcove for storage at that location. Members were advised that the work proposed had not yet been scoped but that significant financial expenditure was not anticipated. RESOLVED that the work be agreed in principle and that the Clerk undertake discussions to define the scope of the work and secure a price at the earliest opportunity. Further RESOLVED that in view of the issues addressed by this matter, the Clerk review storage arrangements at the Council's other community centres.

3156 Council Website

The Clerk indicated that following instructions from Council he had now secured the services of a website designer, who had started work on a new Council website. He anticipated that the structure and format of a new website would be available for scrutiny soon, and that the content could then be drafted and inserted. He asked for advice on options for a domain name. RESOLVED that the Clerk's update be noted and that Council should seek to purchase blaenhonddan.gov.uk as a domain name.

3157 Police and PACT Meetings

There were no specific reports on PACT Meetings.

3158 Reports from Outside Bodies

There were no substantive reports.

3159 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following five items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3160 Matters Arising from Exempt Items

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minutes 3149 and 3150 refer).

3161 Payments – June 2014 (personnel related)

RESOLVED that the Clerk's report be approved.

3162 Quotations

The Clerk presented a brief report on quotations received for the installation of a Disabled Toilet at Bryncoch CC. He confirmed that 6 No. companies had been invited to tender, but that only two had submitted their prices in the following terms –

| | |
|--------------|---------------------|
| Contractor A | £ 8,950.00 plus VAT |
| Contractor B | £11,397.00 plus VAT |

RESOLVED that the quotation received from Contractor A in the sum of £8,950.00 plus VAT be accepted and that Messrs L H Snow & Son Ltd be duly appointed to undertake the work.

3163 Minutes of the Resources Committee held on 12 June 2014

RESOLVED that the Minutes of the Resources Committee held on the 12 June 2014 be adopted.

3164 Assistant Clerk Posts

The Clerk submitted an update on the implementation of the office staffing structure as agreed at Council (Minute 3093, Council 14 April 2014 refers). He confirmed that Mr L T Thomas had now been appointed as the Assistant Clerk (Business Support) and that an advertisement had been placed for the post of Assistant Clerk (Project Support). He advised on the likely timescale for making an appointment and sought Council's advice on the appointments process. RESOLVED that, in order to be as expeditious as possible, Members of the Staffing Committee be appointed to sit as an Interview and Appointments Panel and be granted delegated authority to make an appointment on behalf of the Council.

3165 Correspondence

RESOLVED that the following items of correspondence be noted –

| | | |
|---|-----------------------------------|--|
| 1 | Welsh Government | Consultation on Access to Information on C/T Councils |
| 3 | Welsh Government | Consultation on Public Health White Paper's Requirements for Public Toilets Strategy |
| 4 | Play Works | Guide to Childcare and Play Training |
| 6 | Pen y Cymoedd Wind Energy Project | Publicity re Community Fund |

RESOLVED that the following items of correspondence be actioned as indicated –

2 NPT CBC Correspondence on Rural Development Plan
2014-2020

Councillor P Hunter's nomination as a candidate for appointment to the Partnership be endorsed.

5 Coastal Housing Group Request for Hire Concession

Given that the proposal will support young people in the immediate vicinity, that the group be charged at the community session rate as opposed to the commercial rate, and that enquiries be made regarding an entry charge.

The meeting ended at 8.23 pm

Signed

Dated 21 July 2014

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of a Meeting of the Open Spaces Committee of the Council held on Thursday 17 July 2014, at 9.30 am in the Cadoxton Community Centre, Neath

Presiding --

Present Councillors R M Teague, W Griffiths, A Wingrave, J Hale

Apologies Councillors C Teague, D Jones, M Cole, P Hunter

(In the absence of a Chairman and Vice Chairman, Members agreed to allow the Clerk to preside for the first 2 No. items on the agenda)

3166 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3167 Appointment of Chairman and Vice Chairman

RESOLVED that Councillor J Hale be elected as Chairman and Councillor C Teague be elected as Vice Chairman of the Committee.

(Councillor J Hale in the Chair)

3168 Minutes of Last Meeting

RESOLVED that the Minutes of the Open Spaces Committee held on 06 March 2014 be confirmed as a correct record.

3169 Footpath 23, Cadoxton

The Clerk outlined the current position relating to Footpath 23 in Cadoxton, with specific reference to the evidence that was currently being drawn together. Councillor Wingrave commented on progress with her discussions at Neath Port Talbot CBC and the City and County of Swansea, and advised that a report was likely to be ready for consideration by Neath Port Talbot CBC in October 2014. RESOLVED that the reports be noted, pending further progress.

3170 Black Path, Cilfrew

The Clerk referred to a letter from Peter Hain MP on behalf of a constituent requesting that the Council block off the Black Path at its junction with New Road Cilfrew, on the basis that the Council had an historic agreement with the constituent's family for a length immediately adjacent. He indicated that he had researched the documentation relating to the length of footpath concerned and was unable to identify the agreement referred to. RESOLVED that Council be recommended to respond by inviting additional information, stating that –

- Council was not responsible for closing the path
- Council's agreements with Network Rail and the Coombe Tennant Estate have been terminated

- Council has no copy of an historic agreement with the constituent's family
- Council's maintenance of the path in the past was undertaken as it had agreements with Network Rail and Coombe Tennant Estate, and as it participated in the Community Councils Path Maintenance Scheme run by Neath Port Talbot CBC.

3171 Allotments

Members decided not to undertake a site visit, but were advised by the Clerk that Allotment Agreements had been renewed on the 1 April 2014 as per Council's decision (Minute 3041, Open Spaces Committee, 06 March 2014 and Minute 3054, Council, 17 March refer). Members were briefed on the condition of the respective allotment plots, and discussed the need to undertake a site visit at some stage, and the possibility that some agreement holders were in contravention of their tenancy agreements. RESOLVED that the Clerk arrange an inspection visit to the allotments, and clarify the legal and estate management positions with appropriate parties.

3172 Playgrounds

Members decided not to undertake a site visit, but were reminded that Playsafety Ltd would be inspecting and submitting its reports in August/September. He advised Members of a survey initiated in Ynysygerwn by Councillor D Thomas and of the response received, and outlined correspondence with Wicksteed Playscapes Ltd regarding the Ynysygerwn Playground. Members also discussed other playgrounds where the potential for minor or comprehensive improvement was evident.

RESOLVED that Council be recommended to await the outcome of the Playsafety surveys, to allow the Clerk to prepare a comprehensive report to be considered at the Special Meeting of Council agreed for the discussion of a development strategy.

The meeting ended at 10.55 a.m.

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 21 July 2014 at 6.00pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors, P Winstone, D Jones, J Dudley, G Morgan, C Teague, M Teague, J Hale, T Wyn-Jones, P Hunter, B McCathail

Apologies Councillors E Jones, M Cole, L Rabaiotti Jones, M Funning

3173 Declarations of Interest

At the start of the meeting, Councillors D Jones and J Dudley declared an interest in Item 6 – Planning Applications, and Item 9 – Notice of Motion.

3174 Minutes of the Monthly Meeting held on 16 June 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 June 2014 be confirmed as a correct record, subject to the addition of Councillor M Funning in the list of apologies.

3175 Matters Arising

3. Further to Minute 3155 regarding storage issues at Bryncoch Community Centre, the Clerk indicated that he was exploring the possibility of inviting the contractors who would be on site for the Disabled Toilet undertaking the work. RESOLVED noted.
4. Further to Minute 3156 relating to the Council's website, RESOLVED that the Clerk's clarification of cost for a new domain name be noted.
5. Further to Minute 3164 regarding the Assistant Clerk posts, and following a request from a Member, RESOLVED that the Job Descriptions be circulated to all Members.
6. Further to Minute 3165.2, RESOLVED that Councillor P Hunter's update on appointment to the Neath Port Talbot Rural Development Plan Partnership be noted.
7. Further to Minute 3165.5 and agreement of a concessionary rate for summer play scheme provision, the Clerk reported that a similar request had been received for Caewern Community Centre. Following consultation with the Chairman the request had been acceded to. RESOLVED that the decision taken by the Chairman and Clerk be endorsed.

3176 Payments – July 2014 (excluding personnel related payments)

Following clarification, RESOLVED that the Clerk's report be approved.

3177 Planning Applications

(Councillors D Jones and J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

| | | |
|------------|---|----------------------------|
| P2014/0539 | Single Storey Side Extension | 177 Main Road Bryncoch |
| P2014/0629 | Retention and Completion of Extension and Hardstanding | 15 Fforest Hill Aberdulais |

RESOLVED no objection to the following application subject to there being sufficient off street parking provided when the siting and means of access are agreed –

| | | |
|------------|----------------------|-----------------------------------|
| P2014/0451 | Residential Dwelling | Plot 2 Taillywd Rd Neath Abbey |
|------------|----------------------|-----------------------------------|

RESOLVED that an objection be made to the following application as Council is aware of and concurs with local concerns regarding the proposals overlooking the adjoining property, with an overbearing impact affecting the amenity of the residential properties to the rear –

| | | |
|------------|---------------------------------|-----------------------|
| P2014/0573 | Garage Conversion and Extension | 36 Rhiwlas Waunceirch |
|------------|---------------------------------|-----------------------|

3178 Minutes of the Open Spaces Committee held on 17 July 2014

Councillor P Hunter provided an update on Footpath 23, Cadoxton (Minute 3169 refers) and the Clerk provided clarification on the Black Path Cilfrew (Minute 3170 refers). RESOLVED that the Minutes of the Open Spaces Committee held on 17 July 2014 be adopted, subject to the Clerk writing to the City and County of Swansea regarding delays in resolving the issues on Footpath 23.

3179 Office and IT Security

The Clerk referred to the Council's request that he explore improvements to both Office and IT security, and confirmed that he had met with the Crime Prevention Officer from South Wales Police. Arrangements to meet IT companies were in hand, and other security options had previously been discussed. RESOLVED that the Clerk complete his discussions and prepare a comprehensive set of costed proposals for consideration by Council.

3180 Notice of Motion

Councillor J Dudley submitted her Notice of Motion in the following terms –

“As you are all aware, I hold monthly surgeries for the people that live in my Ward and have paid the amount of £14.00 per session for one and a half hours each month. Previously it was free. As it is advice for the Community and the people that live in Bryncoch South, I feel that it should be free for all County Borough Members who are prepared to give their time to the communities they serve. I am aware that other community councils do not charge. Therefore, I ask that Blaenhonddan Community Council offer the same service to their constituents.”

(Councillor J Dudley and D Jones declared an interest and thereupon withdrew from the Chamber, and took no part in the discussion or voting thereon)

Following discussion, RESOLVED that County Borough Members representing the Blaenhonddan wards would be granted free use of the Council's community centres when conducting surgeries and public meetings relevant to the residents of Blaenhonddan.

3181 Daffodil Planting Initiative

Councillor J Dudley submitted a proposal that the Council purchase a stock of daffodils that may be planted as a joint venture with the schools situated in the community. Members considered that appropriate locations would need to be identified and that the involvement of local schools was paramount. RESOLVED that the Clerk write to primary schools in the community to establish their interest, liaise with Neath Port Talbot CBC regarding sites and seek prices from suppliers.

3182 Police and PACT Meetings

RESOLVED that concerns be noted about dog fouling throughout the community and parking in the vicinity of Blaenhonddan Primary School when Breakfast Club is operating.

3183 Reports from Outside Bodies

There were no substantive reports.

3184 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3185 Matters Arising from Exempt Items

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minute 3174 refers).

3186 Payments – July 2014 (personnel related)

RESOLVED that the Clerk's report be approved.

3187 Correspondence

RESOLVED that the following items of correspondence be actioned as indicated –

2 Welsh Government

Consultation re White Paper – Reforming Local Government

Electronic copies to be circulated and members to forward comments to the Clerk prior to consideration as an Agenda Item

- | | | |
|---|--------------------------------------|--|
| 3 | Information Commissioner's Office | Advice on Social Networking and Data Protection |
|---|--------------------------------------|--|

Copies to be circulated.

11 Neath Town Council Invitation to WW1 Commemorative Service
In view of the unavailability of both Chairman and Vice-Chairman, Council extends its apologies at not being represented.

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|----|-------|---|
| 13 | Cemex | Request for nominations to Gilfach Quarry Site Liaison Committee |
|----|-------|---|

Councillors J Hale and P Winstone be nominated, but if a member of the public shows a particular interest, the nominations to be revisited.

- | | | |
|----|----------|------------------------|
| 14 | M Clarke | Letter re Allotment 3b |
|----|----------|------------------------|

Mr Clarke be advised that Council accedes to his request to implement its previous agreement to allow him to introduce hens on Allotment 3b, but that he implement the decision within a specified timescale or have the decision rescinded, and he be reminded that the primary purpose of the allotment is to facilitate cultivation.

RESOLVED that the following items of correspondence be noted –

- | | | |
|----|------------------|---|
| 1 | Welsh Government | Consultation re Access to Information on Community and Town Councils |
| 4 | One Voice Wales | Details of Training Module on Devolution of Services |
| 5 | Welsh Government | E-learning package on Handling Complaints |
| 6 | Welsh Government | Code of Practice on Workforce Matters |
| 7 | Welsh Government | Invitation for Nominations, Birthday Honours 2015 |
| 8 | NPT CBC | Corporate Improvement Plan 2014-17 |
| 9 | One Voice Wales | Journal |
| 10 | Ombudsman | Annual Report 2013/14 |
| 12 | NPT CBC Planning | Notification of Planning Appeal |

The meeting ended at 8.40 pm

Signed

Dated 15 September 2014

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in the Cilfrew Community Centre, Neath on Thursday 23 July 2014, at 9.30 a.m.

Presiding Councillor C Teague

Present Councillors R M Teague J Hale
Councillor D Jones also in attendance

Apologies Councillors W Griffiths G Morgan J Dudley P Hunter
Councillor D Thomas also tendered apologies

3188 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3189 Minutes of the Last Meeting

RESOLVED that the Minutes of the Festivals Committee held on 12 June 2014 be confirmed as a correct record.

3190 Matters Arising

There were no matters arising.

3191 Cilfrew Fun Day

The Clerk tabled Version 1 of the Action Plan for the Cilfrew Fun Day. Members discussed the Action Plan sections in detail, and it was updated with specific tasks, timescales and responsibilities outlined. It was noted that a third party partner had agreed to be involved, and that the Cilfrew Community Fun Day would be promoted in conjunction with the Canalside Sanctuary and Love Neath. RESOLVED that Council be advised of progress at the appropriate time.

The meeting ended at 10.40 am

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in the Cadoxton Community Centre, Neath on Thursday 28 August 2014, at 10.00 a.m.

Presiding Councillor J Dudley

Present Councillors R M Teague P Hunter

Apologies Councillors W Griffiths G Morgan C Teague A Wingrave
Councillors D Thomas B MacCathail D Jones also tendered apologies

3192 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3193 Minutes of the Last Meeting

RESOLVED that the Minutes of the Festivals Committee held on 23 July 2014 be confirmed as a correct record.

3194 Matters Arising

There were no matters arising.

3195 Cilfrew Community Fun Day

The Clerk tabled Version 2 of the Action Plan for the Cilfrew Community Fun Day. Members discussed the Action Plan sections in detail, and it was updated with specific tasks, timescales and responsibilities outlined. It was noted that the main area to confirm was the number of stalls and activities proposed. Publicity arrangements were discussed for immediate implementation. RESOLVED that Council be advised of progress at the appropriate time.

The meeting ended at 11.05 am

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 September 2014 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors, P Winstone, J Dudley, G Morgan, C Teague, M Teague, J Hale, P Hunter, L Rabaiotti Jones, A Wingrave, D Thomas

Apologies Councillors D Jones, M Cole, M Funning T Wyn-Jones, B McCathail

3196 Councillor Elwyn Jones

The Chairman referred to the recent loss of Councillor Elwyn Jones, who had provided many years' service to the Council and as a Member of the Principal Council. All present stood for a minute's silence as a mark of respect.

3197 Declarations of Interest

At the start of the meeting, Councillors A Wingrave and J Dudley declared an interest in Item 6 – Planning Applications, and Item 9 – Neath Port Talbot Local Development Plan.

3198 Minutes of the Monthly Meeting held on 21 July 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 21 July 2014 be confirmed as a correct record.

3199 Matters Arising

Further to Minute 3177, the Clerk highlighted the revised format in recording decisions on planning applications. RESOLVED noted.

3200 Payments – August / September 2014 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3201 Planning Applications

(Councillors A Wingrave and J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

| | | |
|------------|--|--|
| P2014/0044 | Semi Detached Dwellings – Amended Information | Cilfrew Hotel Main Road Cilfrew |
| P2014/0468 | Detached Dwelling | Land adj Fairview Bungalow Main Road Aberdulais |
| P2014/0592 | Detached Dwelling | Tynllechau Main Road Cilfrew |

| | | |
|------------|---|-----------------------------|
| P2014/0612 | C/U Dog Grooming to Beauty Salon | 33 Furzeland Drive Bryncoch |
| P2014/0629 | Retention of Extension & Hardstanding – Amended Plans | 15 Fforest Hill Aberdulais |
| P2014/0735 | Boundary Fence | 119 March Hywel Cilfrew |
| P2014/0829 | Retention of Hardstanding | 16 Roman Way Neath |
| P2014/0853 | Retention and Completion of Extension | Woodlands Caemaen, Bryncoch |

RESOLVED no objection to the following application subject to all construction being serviced from within the site, given the busy nature of Main Road Bryncoch at this location –

| | | |
|------------|-------------------|-----------------------|
| P2014/0487 | Detached Dwelling | 10 Main Road Bryncoch |
|------------|-------------------|-----------------------|

3202 Minutes of the Festivals Committee held on 23 July and 28 August 2014

RESOLVED that the Minutes of the Festivals Committee held on 23 July and 28 August 2014 be adopted.

3203 Accounts 2013/14

The Clerk reported that the Council's External Auditor had confirmed that there were no issues to draw to the Council's attention in respect of the Council's 2013/14 Accounts. Accordingly an unqualified opinion had been issued, although a request was made that the Council's Financial Regulations be reviewed and updated. RESOLVED that the Council's Annual Return be formally approved and that the Chairman and Clerk be authorised to sign the document. Further RESOLVED that the Council's appreciation be recorded and conveyed to the Assistant Clerk (Business Support) for his diligence in this matter.

3204 Neath Port Talbot Local Development Plan

(Councillors A Wingrave and J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

The Clerk summarised the consultation from Neath Port Talbot CBC in respect of the Focussed Changes stage in preparation of the Neath Port Talbot Local Development Plan. He outlined the nature of proposed changes and the implications for the Blaenhonddan area. RESOLVED that the changes and the report be noted.

3205 Welsh Government Consultation: Reforming Local Government

The Clerk summarised relevant parts of the consultation paper which referred specifically to community councils, given that the White Paper had been previously circulated to Members. RESOLVED noted.

3206 Police and PACT Meetings

RESOLVED that concerns expressed regarding parking issues at Leiros Park Drive be noted along with a report that speeding traffic on Main Road Cadoxton is to be monitored.

3207 Reports from Outside Bodies

RESOLVED noted that there were forthcoming meetings of the Neath Port Talbot Community Councils Liaison Forum and the One Voice Wales Area Committee, but that there were currently no substantive reports.

3208 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following six items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3209 Matters Arising from Exempt Items

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minute 3198 refers).

3210 Payments – August / September 2014 (personnel related)

RESOLVED that the Clerk's report be approved.

3211 Caretaker Services

The Chairman introduced the Clerk's Confidential Report as submitted to all Members of Council. He emphasised that the Council had been seeking to review the provision of caretaker services for some time and that the report –

- represented a culmination of detailed discussions
- outlined the rationale for change
- outlined the principles according to which a new structure could be delivered
- discussed the implications for the Council and for staff
- summarised the requirements for moving forward in accordance with employment legislation and necessary procedures.

All Members present were afforded an individual opportunity to comment and ask questions, and clarification was provided by the Chairman and Clerk where appropriate.

Following a constructive discussion, it was unanimously RESOLVED that –

- The Clerk's Report be accepted as the Council's preferred basis for providing caretaker services for the Council
- The Clerk to summarise the Council's preferred proposals from the Report for agreement with the Chairman and Vice-Chairman and revise Job Descriptions to reflect the proposals
- The proposals be submitted to staff (and staff representatives if requested) for consultation purposes, and a 6 week consultation period be designated from the date of circulation to staff
- The Clerk report back to Council on the outcome of the consultation exercise as soon as possible.

3212 Office and IT Security

The Clerk submitted two reports on Office and IT security incorporating quotations for services from a number of companies. The context for the quotations being sought was summarized and the details in respect of all the costed works were reported. RESOLVED that –

- Council undertake a number of changes in office security at minimal cost as indicated in the report
- On the basis that they already provide services to the Council, the Clerk contact Knight Services (Wales) Ltd to clarify proposals for an Intruder Alarm System reporting directly to the Police, and the financial implications thereof
- The issue of IT security be held in abeyance for a further report, so that the Clerk can explore with the companies approached the implications of an alternative means of providing back-up.

3213 Bollard and Barrier Installation – Cilfrew Park

The Chairman referred to reports of vehicle encroachment on to the playing field and playground areas of Cilfrew Park and to the health and safety and grounds maintenance implications thereof. He indicated that he had requested the Clerk seek quotations for bollard and barrier installation to mitigate the risks associated with this encroachment, and the Clerk submitted his report on quotations received accordingly. RESOLVED that –

- Gateway Construction be appointed to supply and install timber bollards at the price made known to Council
- D J Hitchman be appointed to supply and install a steel barrier at the price made known to Council.

3214 Correspondence

RESOLVED that the following items of correspondence be actioned as indicated –

- | | | |
|---|----------------------|--|
| 9 | CISWO | Newsletter |
| Link to be circulated as requested. | | |
| 14 | Coedffranc CC | Model Charter Agreement with NPT CBC |
| Model Charter to be circulated to all Members | | |
| 15 | Ainon Baptist Church | Request for Support at Christmas Event |
| Council to offer use of Playground and open late, but unable to assist with purchase of tree. | | |

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|-----------------|--|
| 1 | NPT CVS | Invitation to AGM |
| 2 | NPT Unison | Invitation to support Lobbying of Government on Budget |
| 3 | One Voice Wales | Invitation to Conference and Conference Motions 2014 |

- | | | |
|----|---|---|
| 4 | Local Works | Representations re Community Council powers |
| 5 | Welsh Government | Consultation on Allotments and Community Gardens |
| 6 | Welsh Government | Briefing Note on Well-Being of Future Generations (Wales) Bill |
| 7 | One Voice Wales | 2014 Training Programme Update |
| 8 | NPT CBC Education LLL | Notification of Cabinet decision re Special Educational Provision |
| 10 | Whitehead Ross Education Consulting Ltd | E-mail re Community Work Placements |
| 11 | NPT CBC Chief Executive | Notice re Individual Electoral Registration |
| 12 | NPT CBC Chief Executive | Invitation to Partnership Event |
| 13 | Play Wales | Journal |
| 16 | March Hywel Protection Group | Information re Public Meetings |
| 17 | One Voice Wales | Notice of Area Committee Meeting |

The meeting ended at 8.45 pm

Signed

Dated 20 October 2014

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of a Meeting of the Open Spaces Committee of the Council held on Thursday 02 October 2014, at 9.30 am in the Cadoxton Community Centre, Neath

Presiding J Hale

Present Councillors R M Teague, W Griffiths, A Wingrave

Also in Attendance – Councillor J Dudley, J Bryant

Apologies Councillors C Teague, D Jones, P Hunter

3215 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3216 Site Visit Cadoxton Allotments

The Committee undertook a site visit to each one of the Cadoxton Allotments, and observed that there had generally been good progress across the board with cultivation, but that there were some issues that needed addressing. RESOLVED to defer further consideration to a later agenda item.

3217 Minutes of Last Meeting

RESOLVED that the Minutes of the Open Spaces Committee held on 17 July 2014 be confirmed as a correct record.

3218 Playgrounds

The Clerk submitted his report on Playgrounds, with specific reference to the ROSPA Playsafety Reports received by Council, the potential for new play equipment in Ynysygerwn Playground, and the need to address tree surgery at Leiros Parc Playground. Members commented on specific aspects of the report as they related to individual playgrounds and issues, and agreed that the full report be circulated to Council.

RESOLVED that Council be recommended to confirm the following actions –

1. The Repair Schedule arising from the ROSPA Inspections be submitted to 3 No companies capable of undertaking this work, and a further report be submitted to the Committee in due course;
2. The 3 No companies be requested to consider the specification of new equipment at the Ynysygerwn Playground together with associated safety surfacing, and to submit a price for supply and installation accordingly, within and overall budget of £10,000;
3. Council undertake a consultation of adjoining residents at the Leiros Parc Playground to establish whether there are any objections to the complete removal of all the peripheral conifers situated in the playground;

4. Following consideration of the residents' consultation by Council, and in view of their previous appointment to undertake phased removal of conifers at Leiros Parc, the original contractors be re-engaged to complete the work.

3219 Waunceirch Playing Fields

The Clerk reported that he and the Chairman had attended a "without obligation" speculative meeting with officers at Neath Port Talbot CBC, to explore intentions with regard to the Waunceirch Playing Fields. It appears that Neath Port Talbot CBC will withdraw from any maintenance of the Playing Fields after the 30 March 2015, and that the Authority was currently investigating whether any other parties might wish to enter into a leasehold arrangement that would protect the use of the site for leisure and recreation purposes. A further site meeting had taken place between the Clerk and relevant NPT CBC officers, and limited information had been imparted in relation to the condition of the playing field, its construction details, current maintenance arrangements and options for undertaking due diligence research. Members noted the potential that the playing field would deteriorate and become unusable if not maintained, and considered the implications of accepting responsibility, adopting current maintenance practices or more intensive maintenance based on research.

RESOLVED that Council be recommended to consider an approach to Neath Port Talbot CBC indicating that the Council would in principle enter into a leasehold arrangement for management and maintenance of the Waunceirch Playing Field, subject to a further report on due diligence investigations and on proposals for management and maintenance, and subject to agreement of acceptable terms and conditions with Neath Port Talbot CBC.

3220 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted.

3221 Welsh Church Act Fund Land at Cadoxton

The Clerk submitted his report following discussions with officers from Neath Port Talbot CBC in their capacity as administrators of the Welsh Church Act Fund land at Cadoxton for the Church in Wales. He highlighted issues relating to the status and management of the land, and Members considered options to regularise and resolve issues, and agreed that all Members of Council should be made aware of the content of the report.

RESOLVED that Council be recommended to resolve the issues relating to the Welsh Church Act Land at Cadoxton by -

- Approaching the owners of 21 Church Road to arrive at a mutually acceptable resolution
- Completing Garden Tenancy Agreements with residents of Beaconsfield Road

- Amending the Lease and Deed in favour of the Council by preparation and completion of a Deed of Variation in conjunction with NPT CBC
- Concluding any relevant actions in respect of allotment agreements.

Further RESOLVED that the Clerk explore the potential cost of engaging the Legal Department at Neath Port Talbot CBC to assist implementation of the above.

3222 Allotments

Members referred to the earlier site meeting and the subsequent discussion of Welsh Church Act Fund land. It was noted that the levels of cultivation at the allotments had increased, but that there were elements of use that needed to be looked at, and Council's allotments policy was in need of review.

RESOLVED that Council be recommended to note progress in cultivation and instruct the Clerk to engage with the relevant allotment holders regarding use of a garage and a shed on allotments 5 and 4 respectively. Further RESOLVED that Council be recommended to consider reviewing its policy regarding use and management of its allotments.

The meeting ended at 11.50 a.m.

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in the Aberdulais Community Centre, Neath on Thursday 16 October 2014, at 6.30 pm.

Presiding Councillor M Teague

Present Councillors W Griffiths C Teague J Hale P Hunter G Morgan J Dudley

Apologies Councillors M Cole A Wingrave

3223 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3224 Minutes of the Last Meeting

RESOLVED that the Minutes of the Resources Committee held on 12 June 2014 be confirmed as a correct record.

3225 Terms of Reference

The Clerk referred to the Terms of Reference of the Committee and to the request that he review and redraft for Council's consideration. He referred particularly to the governance arrangements relating to the Committee, its relationship with the Staffing Committee and with Council, and suggested that a redraft should recognise practice elsewhere. RESOLVED that the Clerk engage with One Voice Wales for advice, and redraft the Terms of Reference for submission to a future Committee meeting before consideration by Council.

3226 Mid-Year Review of 2014/15 Accounts

The Clerk presented a six month statement of the 2014/15 accounts highlighting income and expenditure for the respective budget headings. Members noted that expenditure was on target for most budget heads although there were some which demonstrate an underspend at present. RESOLVED that Council be recommended to note the Mid-Year Review of the 2014/15 Accounts but that the Clerk present a further report to the Committee on the Council's reserves at an appropriate meeting.

3227 IT Security, Operations and Policy

The Clerk introduced a report compiled by Councillor P Winstone on IT Security, Operations and Policy and welcomed his input, expertise and assistance. The report summarised the Council's current arrangements and deficiencies and recommended alternatives for consideration moving forward. Members expressed a view that the key areas to address were provision of back up facilities, equipment and software audit, a business continuity plan, mobile technology and provision of professional IT support. It was noted that some of this could be delivered internally, but that a professional company needs to be engaged. It was RESOLVED that Council be recommended to

pursue the key areas indicated above, focus on the compromise solution identified in the report, and engage with appropriate companies to assist in delivery.

3228 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted.

3229 Utility Service Procurement

The Clerk outlined the expenditure on gas and electricity at all of the Council's community centres since the start of 2011/12, and indicated that the Council's contracts were due to expire in January 2015. He indicated that a consultancy had approached the Council to assist in the procurement of these services for the next three years, if Council so wished. He also indicated that some research had been undertaken internally with major suppliers, and provided an indication of the scale of charges quoted so far. RESOLVED that Council be recommended to –

- note the approach from the consultant
- continue with the internal research
- authorise the Clerk to enter into a contract with the company quoting the most beneficial overall price for each centre
- request a retrospective report from the Clerk to Council in due course.

3230 Hygiene Services Procurement

The Clerk referred to a current contract provided by a single company for Hygiene Services at each of the Council's community centres, indicating that the contract had been terminated as it was due for renewal, thereby affording the Council the opportunity to test the market. RESOLVED that the Clerk's actions be endorsed, and that tenders be invited and reported to Council in due course.

The meeting ended at 8.05 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 20 October 2014 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors, P Winstone, J Dudley, G Morgan, C Teague, M Teague, J Hale, P Hunter, D Thomas, M Cole, B McCathail

Apologies Councillors D Jones, T Wyn-Jones, L Rabaiotti Jones – The Chairman requested that, in future, all apologies be made through the Clerk.

3231 Chairman's Announcements

The Chairman referred to the recent loss of Mr Valdo Funning who had previously been a longstanding Member of the Council and confirmed that the Council's condolences had been sent to Councillor M Funning. All present stood for a minute's silence as a mark of respect.

The Chairman also welcomed Ms C Rees who was attending her first meeting of Council following her appointment as Assistant Clerk (Project Support).

3232 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 – Planning Applications.

3233 Minutes of the Monthly Meeting held on 15 September 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 September 2014 be confirmed as a correct record.

3234 Matters Arising

There were no Matters Arising.

3235 Payments – October 2014 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3236 Planning Applications

(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

| | | |
|------------|---------------------------------|---|
| P2014/0659 | Variation of Planning Condition | Land adj to Old Vicarage, Glebeland Street Cadoxton |
| P2014/0903 | Work on TPO Trees | 18 Dyffryn Woods, Bryncoch |
| P2014/0971 | Single Storey Extension | 19 Main Road Bryncoch |

- 3237 Minutes of the Open Spaces Committee held on 02 October 2014**
RESOLVED that the Minutes of the Open Spaces Committee held on 02 October 2014 be adopted, subject to deferral of Minute 3218.2 relating to new equipment at the Ynysgerwn Playground, to facilitate local consultation before a report back on whether to proceed.
- 3238 Minutes of the Resources Committee held on 16 October 2014**
RESOLVED that the Minutes of the Resources Committee held on 16 October 2014 be adopted.
- 3239 Vacancy – Cilfrew Ward**
The Clerk indicated that following publication of the Notice of Vacancy in the Cilfrew Ward the Electoral Services Officer at Neath Port Talbot CBC had confirmed that there had been no request for an election. The Council would, therefore, need to co-opt an individual to serve as Councillor. He outlined the procedure that would follow, and confirmed that the co-option would take place at the next meeting of Council. RESOLVED that the Clerk's report be noted.
- 3240 Applications for Financial Assistance**
The Clerk presented 3 No. applications for financial assistance, and 3 No applications for a reduction in hire charge in respect of the Council's community centres. He also reminded Council of its budget provision for this purpose. Members considered the applications in the context of Council's prevailing policy, and RESOLVED that –
- the following applications be acceded to and donations in the sum of £50.00 be made to each applicant –
 - Kids Cancer Charity
 - Me Myself and I Club
 - March Hywel Protection Group
 - the following applications for hire charge reduction be not acceded to –
 - Our Kids Club, Bryncoch CC
 - Aberdulais Karate Club, Aberdulais CC
 - March Hywel Protection Group, Owain Glyndwr CC
- 3241 Police and PACT Meetings**
RESOLVED that the Clerk's report on correspondence from Inspectors H Griffiths and A Davies be noted.
- 3242 Reports from Outside Bodies**
Councillor G Morgan submitted a brief outline of discussions that had occurred at the Neath Port Talbot CBC Community Councils Liaison Committee. He indicated that there were agenda items relating to – Budget Reductions, the Model Charter Agreement, Community Council Websites, Community and Electoral Arrangements, Polling District and Station Review and Flood Prevention. RESOLVED noted.

3243 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3244 Matters Arising from Exempt Items

Further to Minute 3221 of Open Spaces Committee on the 02 October 2014, RESOLVED that the Clerk also enquire about purchase of freehold.

3245 Payments – October 2014 (personnel related)

RESOLVED that the Clerk's report be approved.

3246 Staffing Matters

RESOLVED that the Clerk's update report on staffing matters and his actions arising from the resignation of one member of staff be noted and endorsed.

3247 Correspondence

RESOLVED that the following items of correspondence be actioned as indicated –

- 2 Bryncoch Hall Management Minutes of Meeting 08 September 2014
Committee

Council declines to commit funding requested at present, but Clerk to attend a future meeting and assist in formulating a proposal for investment.

- 3 Peter Hain MP Letter re Brynglas 1A New Road Cilfrew
Clerk to advise that Council confirms its previous position and will not take action requested.

- 7 Ms R W, Waunceirch Request for Extended Hours etc, OGCC
Council agrees to extend hours until 11.00pm and permit consumption of own alcohol, subject to discussions between the applicant, the Clerk and the Caretaker.

- 8 Cilfrew Rovers FC Request re Pitch Marking
Council to incur the cost, but consider implications when setting charges for 2015/16.

RESOLVED that the following items of correspondence be noted –

- | | | |
|----|------------------------------------|---|
| 1 | Welsh Local Government Association | Briefing Documents – The Law of Consultation |
| 4 | NPT CBC Returning Officer | Consultation re Review of Polling Districts and Stations |
| 5 | One Voice Wales | Response to WG on “The Future of Local Government” |
| 6 | NPT CBC Planning | Confirmation of date and venue for Planning Appeal by RES Ltd |
| 9 | NPT CBC Planning | Letter re PROW Grants |
| 10 | NPT CBC Licensing | Notice re Hackney Carriage Byelaws |

The meeting ended at 9.00 pm

Signed

Dated 17 November 2014

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 17 November 2014 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor M Teague

Present Councillors G Morgan, C Teague J Hale D Thomas, M Cole, B McCathail L Rabaiotti Jones D Jones M Funning

Apologies Councillors W Griffiths P Winstone, J Dudley A Wingrave T Wyn-Jones

3248 Declarations of Interest

At the start of the meeting, Councillor D Jones declared an interest in Item 10 – Christmas Donations to Senior Citizen Clubs.

3249 Minutes of the Monthly Meeting held on 20 October 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 October 2014 be confirmed as a correct record.

3250 Matters Arising

Further to Minute 3247 relating to correspondence, Members discussed the merits of copying correspondence. RESOLVED that the Clerk provide copies to individual Members on request.

3251 Payments – November 2014 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3252 Planning Applications

RESOLVED no objection to the following applications –

| | | |
|------------|----------------------------|---------------------------|
| P2014/0978 | C/Use to Vehicular Access | 59 Llygad yr Haul Caewern |
| P2014/1001 | New Vehicle Access & Drive | 4 Main Road Aberdulais |
| P2014/1019 | Garage Conversion | 12 Dolwerdd Waunceirch |

RESOLVED no objection to the following application subject to the views of the NPT CBC arboricultural officer –

| | | |
|------------|---------------------|----------------------|
| P2014/0846 | Felling of TPO Tree | 5 Blaenwern Bryncoch |
|------------|---------------------|----------------------|

3253 Vacancy – Cilfrew Ward

The Clerk indicated that following publication of the Notice of Co-option in the Cilfrew Ward one expression of interest had been received within the prescribed period. RESOLVED that Lee Bromham be co-opted as Councillor for the Cilfrew Ward.

3254 Neath Port Talbot CBC Consultations

The Clerk advised Members that consultations had been received from Neath Port Talbot CBC in respect of the withdrawal of grant towards the maintenance of Public Rights of Way, and the proposal to cease delivery of Summer Playschemes. Following discussion it was RESOLVED that –

- Council express serious concerns about the withdrawal of the PROW Maintenance grant, citing the effectiveness of present procedures, fears for the condition of the PROW network and for the ability of NPT CBC to fulfil its statutory obligations;
- Further discussion of the implications be referred to the Resources Committee;
- Members consider attendance at the Summer Playscheme consultation event, and the Clerk respond to the online questionnaire expressing the Council's disappointment.

3255 Leiros Parc Playground

Further to Minute 3237 of Council on 20 October 2014, the Clerk reported that there had been no response to the Council's engagement of residents in respect of the removal of perimeter trees at the Leiros Parc Playground. RESOLVED that the removal of the trees proceed accordingly.

3256 Senior Citizen Groups

RESOLVED that a Christmas Donation of £50 be made to each of the six Senior Citizen Groups in the community.

3257 Police and PACT Meetings

There were no substantive reports.

3258 Reports from Outside Bodies

There were no substantive reports.

3259 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3260 Matters Arising from Exempt Items

Further to Minute 3246 of Council, the Clerk reported the resignation of a member of staff. Given the situation relating to the review of caretaker services, RESOLVED that the Clerk be authorised to engage an agency member of staff in the interim period.

3261 Payments – November 2014 (personnel related payments)

RESOLVED that the Clerk's report be approved.

3262 Quotations

The Clerk submitted his report on three invitations to provide goods and services –

1. Utility Services

Four companies submitted their fixed prices for each of the Council's community centres, on the basis of current consumption of dual fuel (gas and electricity), payable by direct debit for a contract period of 3 years. RESOLVED that the lowest estimate submitted by SSE in the combined total of £7,917.12p per annum be accepted and that the Council enters into a fixed price contract for a period of three years.

2. Sanitary Hygiene Services

Four companies submitted their prices for the provision of sanitary hygiene services, including charges for the annual duty of care, in the Council's community centres, following termination of the existing contract. RESOLVED that the lowest quotation submitted by Initial in the sum of £745.50 be accepted subject to contract.

3. Internal Decoration Owain Glyndwr Community Centre

Further to Minute 2793 of Council on 10 December 2012, quotations for the internal redecoration and the power washing of external uPVC surfaces at Owain Glyndwr Community Centre were sought from three reputable painting contractors. Although one contractor failed to submit, Members were able to consider two competitive quotations. RESOLVED to accept the lowest quotation submitted by Thornhill's Decorating in the sum of £1,520.00 plus VAT.

3263 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|-------------------------|--|
| 1 | Natural Resources Wales | Tree Study Report for Wales |
| 2 | Neath Port Talbot LDP | Examination Programme |
| 3 | NPT CBC Environment | Consultation on Draft Contaminated Land Strategy |

The meeting ended at 7.50 pm

Signed

Dated 08 December 2014

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in the Aberdulais Community Centre, Neath on Thursday 20 November 2014, at 6.30 pm.

Presiding Councillor M Teague

Present Councillors W Griffiths C Teague J Hale G Morgan

Apologies Councillors M Cole P Hunter J Dudley

3264 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3265 Minutes of the Last Meeting

RESOLVED that the Minutes of the Resources Committee held on 16 October 2014 be confirmed as a correct record.

3266 Matters Arising

Further to Minute 3230 relating to hygiene services and the decision of Council to award a contract (Minute 3262.2, Council, 17 November 2014 refers), the Clerk reported that there were contractual issues to resolve before progressing. RESOLVED that the Clerk be instructed to proceed on the basis of best value and contractual expediency and report the outcome to the next meeting of Council.

3267 Terms of Reference

The Clerk indicated that he had researched appropriate Terms of Reference for the Committee and provided an outline of proposed changes. RESOLVED that draft Terms of Reference be submitted to a future Committee meeting before consideration by Council.

3268 Charges for Use of Council's Facilities

The Clerk reminded Members of the Council's current scale of charges for use of its community centres along with rental charges for the allotments and the Ynysllynlladd Grazing Land. He summarised the income generated by such charges so that a context was given in relation to Council's budget, but emphasised that an immediate decision was not required. Members considered the impact of possible changes, and policy implications. RESOLVED that the Clerk undertake some research to review charging policy elsewhere and report back to Council in due course.

3269 Council Reserves

The Clerk introduced a report which summarised the present financial reserves of the Council, and briefly explained the purpose of the reserves and their relationship to the Council's budget and bank balances. He indicated

that it was essential to ensure that the Council's auditors were happy with the level and purpose of the reserves, and suggested some amendments to deliver a balanced budget in 2014/15 along with adequate provision for key areas of risk. RESOLVED that the Committee recommend the amended allocation of reserves to Council.

3270 Budget and Precept for 2015/16

The Clerk submitted a report on the estimated budget out-turn in 2014/15 as the basis for calculating a proposed budget in 2015/16. He indicated that assumptions had been made with regard to expenditure heads and confirmed that it was likely that there would be some reduction in income in 2015/16. He advised Members of the predicted Council Tax Base and accordingly, was able to indicate a likely budget for 2015/16 and implications as to how that budget might be funded. Members queried the implications of a reduced income and discussed the respective budget heads. RESOLVED that the Clerk revisit certain assumptions and present a revised budget to a future meeting of the Committee.

3271 Insurance Policy

The Clerk submitted a verbal report outlining discussions with the Council's insurers regarding details of the Council's building and contents cover in particular. He outlined research that had been undertaken internally to inform a review of cover in advance of next year's premium quotation. RESOLVED that the report be noted.

3272 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted.

3273 Staffing Update

The Clerk advised Members of the outcome of the consultation with staff following Council's review of caretaker services and agreement of a proposal as the basis for the consultation. He indicated that he had requested advice from One Voice Wales in order that he could fully appraise Members as to the best way forward, but that the advice had not yet been received. RESOLVED that the Clerk report back to the Committee and Council when the response was received.

The meeting ended at 8.40 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in the Aberdulais Community Centre, Neath on Wednesday 03 December 2014, at 6.00 pm.

Presiding Councillor M Teague

Present Councillors W Griffiths C Teague J Hale P Hunter

Apologies Councillors M Cole J Dudley G Morgan A Wingrave

3274 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3275 Minutes of the Last Meeting

RESOLVED that the Minutes of the Resources Committee held on 20 November 2014 be confirmed as a correct record.

3276 Matters Arising

There were no matters arising.

3277 Budget and Precept for 2015/16

Further to the previous discussion (Minute 3270, Resources Committee, 20 November refers) the Clerk submitted a further report on the estimated budget out-turn in 2014/15 as the basis for calculating a proposed budget in 2015/16. He reminded Members that assumptions had been made with regard to expenditure heads and that a likely reduction in income would occur in 2015/16, and outlined the details for Members' consideration. He advised Members of the predicted Council Tax Base and accordingly, was able to indicate a likely budget for 2015/16 and options as to how that budget might be funded. RESOLVED that Council be recommended to –

- accept the draft budget in the sum of £225,984
- set an unchanged Precept for 2015/16 in the sum of £220,143 which is likely to result in no change to the Council's requirements from the Council Tax
- fund the residual amount of the budget from the Council's reserves.

3278 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted.

3279 Staffing Update

The Clerk advised Members of the outcome of a meeting with the Council's representative at One Voice Wales, Mr Paul Egan, following consultation with staff on the Council's proposal for caretaker services. The key issues arising from the consultation were outlined to Members along with the advice received from One Voice Wales. The Clerk also summarised legal queries discussed, in respect of which legal advisors at One Voice Wales will offer comment in due course. It was emphasised that the Council was currently in a process of negotiation on its current proposal and that variation of the proposal should be considered in response to comments received. RESOLVED that the Clerk review the comments and advice received and present a report to the Committee in due course.

The meeting ended at 8.20 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 8th December 2014 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors G Morgan, M Teague, J Hale, D Thomas, P Winstone, B McCathail, L Rabaiotti Jones, D Jones, M Funning, J Dudley, L Bromham

Apologies Councillors P Hunter, C Teague, M Cole, T Wyn-Jones

3280 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 8 – Planning Applications.

3281 Minutes of the Monthly Meeting held on 17 November 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 17th November 2014 be confirmed as a correct record.

3282 Matters Arising

(Councillors D Jones and J Dudley declared an interest in Minute 3254 refers).

1. Further to Minute 3254 regarding NPT CBC Consultations on Public Rights of Way Maintenance, the Clerk outlined further information received from the Environment Department at NPTCBC. RESOLVED that the Clerk be authorised to engage with the Environment Department to discuss possible alternative arrangements, and report back in due course.
2. Further to Minute 3262.2 the Clerk advised that due to contractual terms and conditions the Council would have to remain with its current provider for Sanitary Hygiene Services, but that new rates could be negotiated to comply with the tendered sum approved by Council. RESOLVED that the Clerk report be noted, the Council's previous decision be rescinded, and a contract be agreed with PHS Washroom Services for the next two years at £745.50 per annum.
3. Further to Minute 3262.3 the Clerk advised that internal decorating work of Owain Glyndwr Community Centre would take place over the Christmas Holiday period. Following a discussion by Members it was RESOLVED that noticeboards be removed from the hall before the work commences and that a further discussion regarding noticeboards takes place at the next meeting of Council.

3283 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the

meeting during the following item, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3284 Review of Caretaker Services.

The Chairman reminded Members that Paul Egan from One Voice Wales was not attending the meeting, and invited the Clerk to summarise the situation. He referred to comments received during the consultation period and legal advice sought. He clarified the Council's proposal for Members. RESOLVED that the Clerk review the comments and advice and prepare a report for Resources Committee and subsequently for Council

3285 Payments – November 2014 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved, subject to the Clerk inspecting recent water bills.

3286 Planning Applications

RESOLVED no objection to the following applications –

P2014/1104 Single story rear extension 13 Church Close, Bryncoch

3287 Minutes of the Resources Committee on 20th November 2014

The Clerk outlined the context of the respective Minutes and discussed the Report on Reserves in particular (Minute 3269 refers). Members sought clarification on some reserves and specifically that relating to the Cilfrew CC Hall Management Fund. RESOLVED that the Minutes of the Resources Committee on the 20 November 2014 be adopted, subject to amendment of the proposed reserves to include £220 in the Cilfrew CC Hall Management Fund.

3288 Minutes of the Resources Committee of 3rd December 2014

RESOLVED that the Minutes of the Resources Committee held on 3rd December 2014 be adopted, and further RESOLVED that –

- a 2015/16 budget in the sum of £225,984 is agreed
- an unchanged Precept for 2015/16 in the sum of £220,143 which is likely to result in no change to the Council's requirements from the Council Tax be set
- the residual amount of the budget be funded from the Council's reserves.

3289 Community Centres

The clerk submitted a report on two matters -

1. Proposal for use of Aberdulais Community Centre

The Clerk outlined a proposed use of Aberdulais Community Centre for 'Hotpod Yoga'. Members discussed the need for a Risk Assessment and considered the implications of opening times. RESOLVED that subject to discussing a Risk Assessment with the proposers and arrangements with caretakers the proposal be accepted on the basis of a three month trial.

2. **Private sign on Cadoxton Community Centre premises.**

RESOLVED that the Clerk advise the private business concerned that Council could not agree to retention of the sign on the Community Centre premises.

3290 Christmas and New Year

The Clerk outlined arrangements for the Council's offices and Community Centres over the Christmas and New Year period. RESOLVED that the arrangements be agreed.

3291 Police and PACT Meetings

RESOLVED noted that Joanna Williams is the new Chief Inspector for the area.

3292 Reports from Outside Bodies

Councillor Gareth Morgan attended the County Borough Council/Community Councils Liaison Forum on 8 December 2014 and presented a brief report indicating that the following was discussed – NPT CBC budget, local government reform, Youth Club partnership working, Section 106 agreements and election arrangements. RESOLVED noted.

3293 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3294 Matters arising from exempt items

There were no substantive items to report.

3295 Payments – December 2014 (personnel related payments)

RESOLVED that the Clerk's report be approved.

3296 Correspondence

RESOLVED that the following item of correspondence be noted –

- 1 One Voice Wales Notice of Neath Port Talbot Area Committee

RESOLVED that the following item of correspondence be actioned as indicated –

- 2 NPT HOMES – Community Regeneration Department Request to host Focus Group

Clerk to contact NPT Homes and local Members to be invited accordingly.

The meeting ended at 8.40 pm

Signed

Dated 19th January 2014

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in the Aberdulais Community Centre, Neath on Thursday 15 January 2015, at 6.30 pm.

Presiding Councillor M Teague

Present Councillors W Griffiths C Teague G Morgan P Hunter

Apologies Councillors J Dudley J Hale

3297 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3298 Minutes of the Last Meeting

RESOLVED that the Minutes of the Resources Committee held on 3 December 2014 be confirmed as a correct record.

3299 Matters Arising

There were no matters arising.

3300 Hiring Charges

Further to previous discussions at Resources Committee on 20 November 2014 (Minute 3268 refers) in relation to Charges for Use of Council's Facilities, the Clerk submitted a report showing the breakdown of fees charged by Blaenhonddan Community Council along with a comparison for eight other local Community Councils. Following consideration by Members, it was RESOLVED that Council be recommended to –

- retain all charges at current levels for 2015-16
- implement the policy to levy the 50% non-refundable deposit for one off bookings at all times
- introduce a 100% increase in charges if bookings are requested and can be accommodated on Bank Holidays.

3301 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted.

3302 Public Rights Of Way

The Clerk presented Members with a report detailing the possible implications to the Council and the subsequent impact on staffing levels when the PROW grant is withdrawn by NPT CBC on 31st March 2015. Members were advised that information had been requested by NPT CBC to allow a comprehensive analysis of requirements, and the determination of an appropriate level of

service. RESOLVED that the report be circulated to all Members of Council and that Council be recommended to await a proposal from NPT CBC regarding their proposed level of service and consider its position in due course.

3303 Waunceirch District Playing Fields

Following its decision in principle to enter into an agreement with NPT CBC to take responsibility for the Waunceirch Playing Field (Open Spaces Committee, 02 October 2014, Minute 3219, as confirmed by Council on 20 October 2014, Minute 3237 refers), the Clerk presented a report on the potential implications. Members were advised of the proposed draft Heads of Terms, usage, maintenance and budgetary matters, and expressed concerns regarding rental sum, restrictions on use and users. RESOLVED that the report be circulated to all Members of Council, that Council be recommended to confirm the decision in principle, and confirm its position with regard to the consequential matters contained in the report

3304 IT Security & Support

Further to the decision of Council on 20 October 2014 (Minute 3238 refers) to endorse the Minutes of Resources Committee on 16 October 2014 (Minute 3227 refers) in respect of IT equipment and support, the Clerk provided a verbal report detailing the type of IT security back up and support that could be provided by three separate companies who were invited to make submissions, and the respective cost involved. After consideration by Members, it was agreed that two of the companies did not offer a proposal or a degree of flexibility to meet the Council's needs. RESOLVED that Council be recommended to work with the third company who submitted proposals and subject to that decision, the Clerk be authorised to agree suitable terms and conditions consistent with the options to be outlined at Council.

3305 Caretaker Services Staff Consultation

The Clerk advised Members of the comments received from staff members as part of the consultation on the Council's preferred proposal in relation to the future provision of Caretaker Services. He indicated that a series of responses had been formulated in an attempt to meet the concerns expressed, but that the proposed amendments to the preferred proposal were likely to over-complicate the proposal and render it more difficult to implement. Members considered setting the preferred proposal aside in order to formulate an alternative proposal for consultation. A number of options were presented to Members for consideration, and Members expressed a preference for a proposal which defined specific hours and wages at each of three community centres, whilst combining the provision of services at Bryncoch, Caewern and Owain Glyndwr, and engaging three employees on a "shift-based" system. RESOLVED that further discussion be deferred to Council and that it be recommended to –

- set its preferred proposal to one side in view of the increasing complexity of the arrangements
- define an alternative proposal based on bespoke staff being responsible for Aberdulais, Cilfrew and Cadoxton Community Centres,

and a team of caretakers being responsible for Bryncoch, Caewern and Owain Glyndwr Community Centres, with specific consideration given to weekend working and mitigating travel implications

- subject to agreement of an alternative proposal, enter into consultation with relevant staff.

The meeting ended at 8.35 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 19th January 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors G Morgan, M Teague, J Hale, P Hunter, P Winstone, B McCathail, L Rabaiotti Jones, D Jones, M Funning, J Dudley, L Bromham, T Wyn-Jones, A Wingrave, C Teague

Apologies Councillors, M Cole, D Thomas

3306 Chairman's Announcement

The Chairman referred to the Councillor Joanna Hale's recent loss of her father and offered the Council's condolences.

3307 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 7 – Planning Applications whilst Councillors J Dudley and A Wingrave declared an interest in item 16 - Removal of Public Rights Of Way grant.

3308 Minutes of the Monthly Meeting held on 8 December 2014

RESOLVED that the Minutes of the Monthly Meeting of Council held on 8th December 2014 be confirmed as a correct record.

3309 Matters Arising

There were no matters arising

3310 Payments – January 2015 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved, subject to –

- Clarification being provided to Councillor D Jones regarding installation of bollards at Cilfrew Playground
- Council Members being briefed that DD2768 in respect of the supply of gas to Bryncoch Community Centre is an estimated bill only and is currently being investigated.

3311 Planning Applications

(Councillor J Dudley declared an interest in this item, left the chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

| | | |
|------------|--|-----------------------------|
| P2014/0975 | Retention of raised patio and railings plus additional means of enclosure and screening. | 8 Royston Court, Waunceirch |
|------------|--|-----------------------------|

| | | |
|------------|---|--|
| P2014/0976 | Detached Garage | Gelli Felgaws Farm, Tyllwyd Road, Bryncoch |
| P2014/1034 | Variation of conditions relating to reserved matters | Wernddu Cotages, Tyllwyd Road, Bryncoch |
| P2014/1081 | Extension | 13, Brookfield, Neath Abbey |
| P2014/1135 | Extensions | 71 Main Road, Bryncoch |
| P2014/1148 | Change of use from day centre to residential dwelling | Cadoxton Special Needs Day centre, 91 Bryn Catwg, Cadoxton |
| P2014/1182 | Two storey side extension | 62 Cefn Yr Allt, Aberdulais |
| P2015/0005 | Extension | 4 Primrose Bank, Bryncoch |

RESOLVED that further information be requested regarding the following application as Council is concerned about the close proximity of the extension to Bryncoch Community Centre, maintenance arrangements and the serving of notices -

P2014/1154 Two storey rear extension, 161 Main Road, Bryncoch plus single storey side ext.

3312 Minutes of the Resources Committee on 15th January 2015

RESOLVED that the Minutes of the Resources Committee held on 15th January 2015 be adopted, subject to the detailed discussion of specific items as detailed on Council's agenda (Minutes 3318 - 3321 below refer).

3313 NPT Homes Focus Group

The Chairman and Clerk outlined details of a report received from NPT Homes following a focus group meeting attended at Cadoxton Community Centre. The main body of the report indicated that they would like to get involved in local events, such as the Council's fun days, and were keen to establish a supportive presence within the community. Members indicated that local residents have raised concerns that NPT Homes have withdrawn some of their social activities. RESOLVED that the report be noted and that further engagement be awaited.

3314 Poster Panels at Community Centres

Poster Panels at OGCC were removed at the end of December 2014 to allow the redecoration of the centre. Members considered reinstating the poster panels, and considered implications for other community centres. RESOLVED that -

- any group wishing to place any materials on the walls of the community centres, other than on notice boards, formally request authorisation from Council.
- the playgroup at Owain Glyndwr Community Centre be contacted to ascertain if they would like to reinstate their poster panel, and if so, to request formal permission from the Council.

3315 Police and PACT Meetings

Members expressed concern at evidence of drug use being found at locations in Caewern and Cadoxton, and advised that the issue has been raised with the relevant PCSO's. RESOLVED that the Clerk write to the Chief Inspector of Police raising these concerns and requesting a response.

3316 Reports from Outside Bodies

Councillor G Morgan indicated that agenda items for the NPT CBC Community Councils Liaison Committee had been invited. RESOLVED that questions relating to the budget be forwarded to Neath Port Talbot, in order that a response can be provided at the Committee.

3317 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following six items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3318 Caretaker Services Staff Consultation

Further to a recommendation at Resources Committee on 15 January 2015 (Minute 3305 refers) the Clerk summarised the report submitted to the Committee and the consultation responses received from staff. An alternative draft preferred proposal in relation to the future provision of caretaker services was also circulated. Members considered the individual elements of the draft proposal and agreed an amended version. RESOLVED that the recommendation of the Resources Committee and the amended preferred proposal be approved.

3319 Waunceirch Playing Fields

Further to a recommendation at Resources Committee on 15 January 2015 (Minute 3303 refers) the Clerk presented Council with a report on the potential implications of entering into an agreement with NPT CBC. Following discussions it was RESOLVED that -

- Council advise NPT CBC that it will enter into a lease as from 01 April 2015 to take responsibility for the Waunceirch District Park, as per the draft Heads of Terms indicated, but subject to the following considerations
- the Clerk negotiate a peppercorn rent in respect of the lease, but if this is not forthcoming, be authorised to accept the terms as indicated
- NPT CBC be advised that Council has no objection to the use of the car park by a third party subject to appropriate terms and conditions
- to maintain continuity, Council appoint NPT Streetcare to undertake site maintenance other than litter picking in 2015/16
- the Clerk being instructed to engage with authorised and unauthorised users to ensure that future management arrangements can be put in place
- the Clerk discuss specific maintenance tasks at the site with the Council's Parks and Footpaths Officer, and by agreement, amend his Job Description accordingly.

3320 Public Rights Of Way Grant

(Councillors J Dudley and A Wingrave declared an interest in this item and took no part in the discussions or voting thereon. Councillor Wingrave left the chamber during the discussions and voting)

Further to a recommendation at Resources Committee on 15 January 2015 (Minute 3302 refers), the Clerk presented Members with a report detailing the possible implications to the Council and the subsequent impact on staffing levels when the PROW grant is withdrawn by NPT CBC on 31st March 2015. Members were advised that information would be with NPT CBC by the end of January 2015, and that a response would be forthcoming after that date. RESOLVED that the recommendations of the Committee be accepted, the report be noted, and Council reconsider the matter in due course.

3321 IT

Further to a recommendation at Resources Committee on 15 January 2015 (Minute 3304 refers), the Clerk summarised the information which had informed the report to the Committee. RESOLVED that the Committee's recommendation be accepted. Further RESOLVED that Council's appreciation be expressed to Councillor P. Winstone for providing the Clerk with his IT knowledge and expertise.

3322 Playground Improvements

The Clerk presented a comprehensive report on the quotations received in response to the required work on playgrounds identified in the ROSPA Inspection Reports. The report indicated that only one of the five contractors invited to tender had submitted a comprehensive quotation for all of the work involved. The extent of work required to improve equipment and surfacing was outlined for each of the Council's playgrounds and the financial implications were assessed. Members also considered the potential for engaging contractors separately and for major redevelopment proposals. RESOLVED that the report's recommendations be accepted as follows –

- a) Wicksteed Leisure Ltd be approached to establish a programme of necessary specialist equipment repair and relevant surfacing work to be undertaken as required at the Council's five playgrounds, and the Clerk be authorised to appoint them accordingly, subject to agreement of the programme and cost by the Chairman and Vice-Chairman
- b) The use of separate contractors to undertake appropriate work and provide new equipment at the Council's playgrounds be explored and a further report be submitted to Council
- c) The Clerk investigate and report back on the possibility of appointing suitably qualified individuals to undertake appraisal and feasibility work in the Cadoxton and Caewern Parks with a view to exploring major investments at one or other of the Parks in due course
- d) Provision for funding the proposed work outlined in a) and b) above be made from the Council's 2014/15 budget with additional funds

committed from the Council's reserves and a reconciliation report be submitted to Council in due course.

3323 Standing Orders

RESOLVED that Council suspend Standing Order to facilitate completion of the Council's agenda.

3324 Payments – January 2015 (personnel related payments)

RESOLVED that the Clerk's report be approved.

3325 Correspondence

RESOLVED that the following item of correspondence be actioned as indicated -

6 One Voice Wales/SLCC Event May 14th 2015
Chairman and Clerk to attend, proper expenses to be paid and deputies may be appointed.

RESOLVED that the following item of correspondence be noted –

| | | |
|---|------------------------|---|
| 1 | Welsh Government | Notice of "Section 137 Expenditure" Limit for 2015-16 |
| 2 | Welsh Government | Proposals to deliver improved transport in Wales |
| 3 | Post Office | Changes to Caewern Post Office |
| 4 | High Sheriff's Office | Notification of Awards and nomination requests |
| 5 | Councillor T Wyn-Jones | Letter of dispensation |
| 7 | One Voice Wales | Consultation on Development Management System |

The meeting ended at 9.06 pm

Signed

Dated 16 February 2015

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in the Cadoxton Community Centre, Neath on Thursday 29th January 2015, at 10.00 a.m.

Presiding Councillor J Dudley

Present Councillors R M Teague, C Teague

Apologies Councillors W Griffiths, P Hunter, J Hale

3326 Chairman's Announcements

Councillor Dudley noted low attendance of the meeting and expressed that commitment to attend meetings is essential from all Committee Members

3327 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3328 Minutes of the Last Meeting

RESOLVED that the Minutes of the Festivals Committee held on 28 August 2014 be confirmed as a correct record.

3329 Matters Arising

There were no matters arising.

3330 Overview of Fun Days 2014

Councillor J Dudley submitted a verbal report on feedback from the Fun Days held on 05 May 2014 and 03 September 2014, expressing appreciation to all those who contributed towards two very successful events. The Assistant Clerk also submitted details on all financial matters relating to the two fun days. RESOLVED that Members note the information provided.

3331 Proposed Events in 2015

Members discussed their aspirations for Annual Fun Days in 2015. In addition to the Fun Day planned for Owain Glyndwr Community Centre on Bank Holiday Monday 4th May 2015, it was suggested that an additional Fun Day is arranged for Saturday 29th August 2015 at Cilfrew Community Centre. RESOLVED that the Committee recommend to Council that two events be arranged in May and August 2015.

3332 Arrangements for OGCC Fun Day

The Committee discussed the following aspects of the proposed Fun Day in detail –

- Logistical arrangement on the site
- Risk Assessment requirements, fire and first aid cover
- Liaison with the Special Events at NPT CBC
- Budget arrangements and potential sponsorship

- Activities to be organised and programmed
- Publicity
- Catering
- Marquees/Tents

The Assistant Clerk presented an Action Plan to assist the Committee in coordinating and monitoring progress on the various discussions and populated it accordingly. The Action plan will be used as a monitoring tool at future Festival Committee Meetings. RESOLVED that Council be advised that the Committee will progress the OGCC Fun Day as per the Action Plan to be circulated to Members for information. Further RESOLVED that the next meeting of the Committee be held on Tuesday 03 March 2015.

The meeting ended at 12.00 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 16 February 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors J Hale, D Thomas, D Jones, J Dudley, L Bromham

Apologies Councillors P Hunter, C Teague, M Cole, G Morgan, M Teague, P Winstone, B McCathail, L Rabaiotti Jones, M Funning, A Wingrave

3333 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 – Planning Applications, and Councillor W Griffiths declared an interest in Item 8 – Applications for Financial Assistance.

3334 Minutes of the Monthly Meeting held on 19 January 2015

RESOLVED that the Minutes of the Monthly Meeting of Council held on 19th January 2015 be confirmed as a correct record.

3335 Matters Arising

1. Further to Minute 3318 regarding Caretaker Services Staff Consultation, RESOLVED that a Special Meeting of Council be convened on 5 March 2015.
2. Further to Minute 3319 relating to the proposed lease of Waunceirch Playing Fields from NPT CBC, the Clerk advised that the option to charge a peppercorn rent had been dismissed by the principal council, and that he had, therefore, accepted the terms previously reported to Council. RESOLVED that the report be noted and the actions be endorsed.

3336 Payments – February 2015 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3337 Planning Applications

(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

| | | |
|------------|-----------------------------|--------------------------|
| P2014/1154 | Amended Details, Extensions | 161 Main Road Bryncoch |
| P2015/0008 | Extensions | 8 Neath Abbey Road Neath |

RESOLVED that Council offer no observations to the following application -

| | | |
|------------|----------------------------------|--|
| P2014/0468 | Amended Plans, Detached Bungalow | Land adj Fairview Bungalow Main Road Aberdulais |
|------------|----------------------------------|--|

3338 Minutes of the Festivals Committee on 29 January 2015

Councillor J Dudley summarized the discussions and recommendations of the Committee and referred to the Action Plan circulated to Members. Council was asked to note that the Owain Glyndwr Fun Day would be on Monday 4 May 2015 and that the Cilfrew Community Fun Day would be on Saturday 29 August 2015. RESOLVED that the Minutes of the Festivals Committee on the 29 January 2015 be adopted. Further RESOLVED that notice of all Committee meetings be sent for information, where possible electronically, to all Members who were not sitting Members of a Committee.

3339 Applications for Financial Assistance

(Councillor W Griffiths declared an interest in Application No. 3 and took no part in the discussions or voting thereon)

The Clerk presented 11 No. applications for financial assistance. Members considered the applications in the context of Council's prevailing policy, and RESOLVED that a donation in the sum of £25.00 be made to the following –

- 1 Neath Bishi Kai Karate Club

Further RESOLVED that the following applications be deferred for consideration at the next meeting of Council –

- 2 Neath Port Talbot Countryside and Environmental Group
- 3 Volunteers Change Lives
- 4 Eisteddfod yr Urdd, Caerphilly, 2015
- 5 Eisteddfod Genedlaethol Maldwyn a'r Gororau, 2015
- 6 Eisteddfod Ryngwladol Llangollen, 2015
- 7 Marie Curie Cancer Care
- 8 Stroke Association
- 9 Bobath Children's Therapy Centre Wales
- 10 Noah's Ark Children's Hospital Charity
- 11 Teenage Cancer Trust

3340 Ynysllynlladd Grazing Land

The Clerk updated Members on the renewal of the Grazing Licence at Ynysllynlladd and to Council's previous decision in relation to charges for 2014/15. RESOLVED that Council enter into a license agreement with Mrs S Lloyd on the terms indicated to Council.

3341 Cadoxton Allotments – Tree Inspection

The Clerk reported that following a request to undertake work at two of the Council's Cadoxton Allotments an inspection had been undertaken by the Arboricultural Officer at NPT CBC. The report received indicated that there were three trees that required immediate attention and that others would need attention in due course, and would result in the loss of several trees fronting Cwmbach Road and on the Cadoxton Park boundary. RESOLVED that the Clerk seek a price from the Council's tree contractors to address the programme of work identified.

3342 Council Vacancy

The Chairman advised Members that he had received a letter of resignation from Councillor Tony Wyn Jones and that as a result a Casual Vacancy had occurred.

The Clerk outlined the procedures that would be followed in order to fill the vacancy, commencing with the Notice of Vacancy being published immediately. RESOLVED that a letter be sent to Mr Wyn Jones thanking him for his service as a Member of the Council, and that the procedural matters outlined be noted and progressed.

3343 Burglary

The Clerk advised Members that a burglary had occurred at the home of a member of staff, and that a small sum of money awaiting transfer to the office had been stolen. RESOLVED that the Council engage with the Council's insurers with a view to recovering the amount.

3344 Police and PACT Meetings

Members expressed concern regarding local policing levels and RESOLVED to note the situation at present.

3345 Reports from Outside Bodies

There were no substantive reports but the Clerk advised that a meeting of the Larger Local Councils Committee of One Voice Wales was scheduled for 25 February 2015. RESOLVED noted.

3346 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3347 Payments – February 2015 (personnel related payments)

RESOLVED that the Clerk's report be approved.

3348 Insurance Policy

The Clerk reported that the Council's Insurance policy falls due for renewal in May and that discussions with the Council's present insurers had been taking place to refine and clarify the Council's cover. Whilst one further refinement was to take place, the insurers had submitted a renewal quotation for the Council's consideration. RESOLVED that Council agree the principle of renewing with the Council's present insurer as a competitive tender had been sought in 2014/15 and the process of refinement of cover had been ongoing. Further RESOLVED that clarification of building sums insured and hirer public indemnity be sought and that a further report be then submitted to the next meeting of Council.

3349 Playground Repair and Improvement

Further to the decision of Council on 19 January 2015 (Minute 3322 refers) the Clerk updated Council on his discussions with Wicksteed Leisure Ltd, local painting contractors and Groundwork. He confirmed that he would be in a position to seek formal approval of a programme of work at the next meeting. RESOLVED noted.

3350 Central Heating Servicing

The Clerk reported that prices had been received from the Council's central heating and plumbing contractors for boiler services in 2015/16. He emphasized that Council could consider reappointing the contractors in view of the service provided to date and the need for continuity, that he had briefed the Chairman accordingly, and that he had then appointed the contractors. RESOLVED that the report be noted and the action be endorsed.

3351 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|-----------------------------|--|
| 2 | NPT Playworks | Invitation to Summer Playschemes Meeting |
| 4 | Welsh Government | Invitation to apply to become a Member of a Community Health Council |
| 5 | Welsh Government | Invitation to apply to become an Independent Member of the ABMU Health Board |
| 7 | Spinal Injuries Association | Fund Raising Event |
| 8 | Kidney Wales Foundation | Fund Raising Event |

RESOLVED that the following items of correspondence be actioned as indicated -

- | | | |
|---|-----------------------------|--|
| 1 | Royal Air Force Association | Invitation to Concert |
| Invitation be accepted for the incumbent Chairman in September. | | |
| 3 | Welsh Government | Consultation White Paper on the Future of Local Government in Wales |
| Consider as agenda item at the next meeting of Council. | | |
| 6 | Ms S G | Request to book Aberdulais Community Centre for Dog Training Session |

In view of the suitability of the community centre and the assurances given by the applicant, the request be acceded to for a trial period of 3 months.

The meeting ended at 8.40 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Special Meeting of Council held on Thursday 05 March 2015 at 6.30pm in the Aberdulais Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors J Hale, D Jones, J Dudley, P Hunter, C Teague, M Teague, P Winstone

Apologies Councillors, M Cole, G Morgan, B McCathail, A Wingrave D Thomas L Bromham

3352 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 – Planning Applications, and Councillor W Griffiths declared an interest in Item 8 – Applications for Financial Assistance.

3353 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3354 Caretaker Services

The Clerk introduced a previously circulated report on the outcome of staff consultation in connection with the Council's Second Preferred Proposal for Caretaker Services. The report and appendices summarized the comments received, the response to individual comments and possible amendments to the Council's proposal. Members were also apprised of advice received from One Voice Wales. RESOLVED that –

- the amendments suggested in the report be accepted and the revised proposal as drafted in Appendix 2 of the report be approved
- Appendices 1 and 2 be released to the staff concerned
- in view of the legal procedures that must be followed, the HR resources at One Voice Wales be engaged to assist in the delivery of the Council's revised proposal and its future engagement with staff as appropriate.

3355 Centralized Booking

The Clerk presented a report which outlined approaches made to 5 No. companies who were involved in the provision of centralized booking systems. The merits of the services provided by the companies - in terms of software availability, training and ongoing support – were outlined, along with the range of costs involved. Further information was provided on the feasibility of incorporating electronic payment arrangements. Members concluded that one

package presented an offer that best met the Council's requirements. RESOLVED that Council purchase centralized booking software, training and ongoing support from RBS Rialtas, but that the consideration of electronic payment arrangements be deferred at present.

3356 Playground Repair and Improvement

Further to the decision of Council on 19 January 2015 (Minute 3322 refers) the Clerk presented a comprehensive report which outlined opportunities and costs for repairs and improvements to equipment and surfacing, painting of equipment and commissioning of feasibility work in Caewern and Cadoxton. The report also identified options for selective replacement of equipment at Leiros Parc subject to further discussions. RESOLVED that –

- a) The overall Implementation Strategy for improving the Council's Playground Facilities be approved
- b) Wicksteed Leisure be appointed to undertake an immediate programme of repairs and improvements at Ynysygerwn, Cilfrew, Caewern and Cadoxton playgrounds
- c) Wicksteed Leisure be requested to submit proposals for upgrading the Leiros Parc Playground and a further report be submitted to Council in due course
- d) The Clerk be instructed to purchase paint from GB Sport and Leisure and appoint Paul Smith to undertake painting of the equipment at the Council's playgrounds when repairs and improvements are completed
- e) Groundwork be requested to submit a price in response to a Brief for undertaking feasibility work at the Caewern Playground and at Cadoxton Park, and a further report be submitted to Council in due course
- f) Neath Port Talbot CBC Playworks be invited to assist the Council in community engagement in relation to proposals for Caewern and Cadoxton and a further report be submitted to Council in due course
- g) Representation relating to a skatepark at Cadoxton be noted
- h) Provision for funding the proposed work outlined in b), d) and e) above be made from the Council's 2014/15 budget with additional funds committed from the Council's reserves, and an application for grant be submitted to Neath Port Talbot CBC under the Community Councils Minor Projects Grant Scheme.

The meeting ended at 8.25 pm

Signed

Dated 16 March 2015

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in the Aberdulais Community Centre, Neath on Tuesday 10th March 2015, at 6.30pm.

Presiding Councillor J Dudley

Present Councillors R M Teague, C Teague, W Griffiths, J Hale

Apologies Councillors G Morgan, P Hunter, M Funning

3357 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3358 Minutes of the Last Meeting

RESOLVED that the Minutes of the Festivals Committee held on 29 January 2015 be confirmed as a correct record.

3359 Matters Arising

There were no matters arising.

3360 Choosing a Mascot

Councillor J Dudley advised that she had liaised with the 5 primary schools within the Community on Monday March 9th as agreed. It was noted that none of the schools had prepared entries for the Mascot Competition. RESOLVED that the schools be given a week extension until Monday 16th March.

3361 To review action plan for OGCC Fun Day

Assistant Clerk circulated Version 5 of Action Plan to Members present for discussion. Members noted and updated arrangements for the annual Fun Day. RESOLVED that Council be recommended to note progress on the individual items of the action plan.

3362 To prepare a Site Plan for OGCC Fun Day

Members amended the previous site plan for OGCC Fun day held May 2014. RESOLVED that site plan be approved

3363 To discuss Cilfrew Family Fun Day

RESOLVED that this item be discussed at the next Festivals Committee Meeting. Further RESOLVED that the next meeting of the Committee be held on Thursday 23rd April 2015 @ 10am.

The meeting ended at 8.30pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 16 March 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors J Hale, D Jones, J Dudley, P Hunter, C Teague, M Teague, P Winstone, M Funning

Apologies Councillors G Morgan, B McCathail, L Rabaiotti Jones, , A Wingrave D Thomas, L Bromham

3364 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 7 – Planning Applications.

3365 Minutes of the Monthly Meeting held on 16 February 2015

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 February 2015 be confirmed as a correct record.

3366 Minutes of the Special Meeting held on 05 March 2015

RESOLVED that the Minutes of the Special Meeting of Council held on 05 March 2015 be confirmed as a correct record.

3367 Matters Arising

There were no substantive matters arising.

3368 Payments – March 2015 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3369 Planning Applications

(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED that Council offer no observations to the following application –

| | | |
|------------|----------------------------------|---|
| P2014/0468 | Amended Plans, Detached Bungalow | Land adj Fairview Bungalow Main Road Aberdulais |
|------------|----------------------------------|---|

RESOLVED no objection to the following applications –

| | | |
|------------|--|----------------------------|
| P2014/0975 | Retention of Patio, Enclosure and Railings | 8 Royston Court Waunceirch |
| P2014/0978 | C/Use to vehicular access | 59 Llygad yr Haul Caewern |
| P2015/0008 | Extensions | 8 Neath Abbey Road Neath |

P2015/0168 Extension

39 Ffynnon Dawel Aberdulais

RESOLVED no objection be made to the following application subject to a comment that the withdrawal of a garage will reduce the capacity of the site to accommodate off street parking, and requesting that the LPA review this as part of its consideration of the application.

P2015/0120 First Floor Extension

45 Bryn Catwg Cadoxton

3370 Minutes of the Festivals Committee held on 10 March 2015

RESOLVED that the Minutes of the Festivals Committee on the 10 March 2015 be adopted. .

3371 Applications for Financial Assistance

(Councillor W Griffiths declared an interest in Application No. 2 and took no part in the discussions or voting thereon)

Further to Minute 3339 of Council on 16 February 2015, the Clerk presented 10 No. applications for financial assistance. Members considered the applications in the context of Council's prevailing policy, and RESOLVED that a donation in the sum of £25.00 be made to each the following –

- 1 Neath Port Talbot Countryside and Environmental Group
- 2 Volunteers Change Lives
- 6 Marie Curie Cancer Care
- 7 Stroke Association
- 8 Bobath Children's Therapy Centre Wales
- 9 Noah's Ark Children's Hospital Charity
- 10 Teenage Cancer Trust

Further RESOLVED that the requests made on behalf of the following be not acceded to –

- 3 Eisteddfod yr Urdd, Caerphilly, 2015
- 4 Eisteddfod Genedlaethol Maldwyn a'r Gororau, 2015
- 5 Eisteddfod Ryngwladol Llangollen, 2015

3372 Council Vacancy

The Clerk advised Members that the Returning Officer at Neath Port Talbot CBC had notified the Council that a request for an election had been received in respect of the Casual Vacancy at the Bryncoch South Ward. He outlined the programme culminating in an election on 07 May 2015, and provided an indicative cost for Members information. RESOLVED that the Clerk's update be noted and that the Returning Officer be advised that poll cards would not be required for the bye-election.

- 3373 Welsh Government Consultation Paper – Reforming Local Government**
The Clerk referred to the previously circulated consultation paper and summarized the extracts relating to community councils. Members discussed a number of aspects and RESOLVED to await further clarification on views expressed to One Voice Wales, whilst confirming their concern that Welsh Government had missed an opportunity to promote full coverage by community councils. RESOLVED that further consideration be given at the next meeting.
- 3374 Police and PACT Meetings**
There were no substantive reports.
- 3375 Reports from Outside Bodies**
There were no substantive reports but the Clerk advised that a meeting of the Neath Port Talbot CBC Community Councils Liaison Committee was scheduled for 23 March 2015. RESOLVED noted.
- 3376 Public and Press**
RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.
- 3377 Payments – March 2015 (personnel related payments)**
RESOLVED that the Clerk's report be approved.
- 3378 Insurance Policy**
The Clerk reported that the outstanding issues relating to the Council's Insurance policy were yet to be resolved, but provided an update on progress. RESOLVED noted.
- 3379 Public Rights of Way**
The Clerk updated Council on his discussions with Neath Port Talbot CBC, and indicated that further developments were awaited. He advised that changes to existing employment arrangements may become necessary once specific tasks for delivery were known. RESOLVED noted pending a further report in due course.
- 3380 Grounds Maintenance 2015/16**
The Clerk reported that the imminent arrival of the new financial year had prompted consideration of grounds maintenance contracts, and that existing contractors had submitted prices and asked whether they could be reappointed. The revised prices represented either identical prices to those quoted in 2014/15 or an increase to reflect inflation. Accordingly, Members RESOLVED to re-appoint South Wales Environmental Ltd and Wayne Duggan to undertake grounds maintenance in 2015/16 on all of the Council's sites except for Waunceirch Playing Fields.

3381 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|------------------|---|
| 1 | NPT CBC Finance | Email re approval of Waunceirch grant |
| 2 | NPT CBC Finance | Letter re Court Deputy Savings Proposal |
| 4 | One Voice Wales | Draft Training Strategy 2015-19 |
| 5 | Welsh Government | Advice Resource Efficient Wales |

RESOLVED that the following item of correspondence be actioned as indicated -

- | | | |
|---|-----------------|----------------------------|
| 3 | One Voice Wales | Membership Renewal 2015-16 |
|---|-----------------|----------------------------|
- Council's Membership be renewed.

The meeting ended at 8.20 pm

Signed

Dated 20 April 2015

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 20 April 2015 at 6.30pm
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors J Hale, D Jones, J Dudley, P Hunter, C Teague, M Teague,
P Winstone, G Morgan, B McCathail, A Wingrave, D Thomas, M Cole

Apologies Councillor L Bromham

3382 Declarations of Interest

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 –
Planning Applications.

3383 Minutes of the Monthly Meeting held on 16 March 2015

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16
March 2015 be confirmed as a correct record.

3384 Matters Arising

1. Further to Minute 3378 the Clerk updated Members on discussions with
the Council's Insurers. RESOLVED that the Council confirm its policy
renewal with Zurich Insurance for one year at the revised premium
reported to Members.
2. Further to Minute 3380 relating to Grounds Maintenance in 2015/16 the
Clerk reported that the final quotation had been received and
represented a 1% increase in 2014/15. RESOLVED that Ecosolve be
appointed accordingly.

3385 Payments – April 2015 (excluding personnel related payments)

RESOLVED that the Clerk's report be approved.

3386 Planning Applications

(Councillor J Dudley declared an interest in this Item, left the Chamber and
took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

| | | |
|------------|----------------------------|------------------------------------|
| P2015/0050 | Vehicle Access & Extension | 5 Heol y Wern Caewern |
| P2015/0062 | Storage Containers | Memorial Ground Bryncoch |
| P2015/0146 | Extensions | 83 Main Road Bryncoch |
| P2015/0147 | Extensions | 3 Brynglas Bryncoch |
| P2015/0232 | Certificate of Lawfulness | 67 Fernlea Park Bryncoch |
| P2015/0277 | Replacement Parking | Henllan 35B Penywern Road Bryncoch |
| P2015/0058 | Garage Conversion | 43 Rowan Tree Close Bryncoch |

RESOLVED no objection to the following application subject to the views of

the NPT CBC arboricultural officer –
P2015/0214 Tree Removal and Surgery 4 Blaenwern Bryncoch

3387 Bryncoch Environment Group – Waunceirch Playing Field

The Clerk reported a request to allow the Bryncoch Environment Group to plant wildflower seeds in certain areas on the periphery of the Waunceirch Playing Field. RESOLVED that the request be acceded to and that the Group meet with the Clerk and NPT CBC Streetcare to agree locations and possible implications for the maintenance contract.

The Clerk also advised on progress relating to the lease for Waunceirch Playing Field. RESOLVED that Council enter into a License Agreement with existing users - Bryncoch Juniors AFC - as required under the terms of the Lease.

3388 Casual Vacancies

The Clerk reminded Members that an election would be held in respect of the Casual Vacancy in the Bryncoch South Ward. He also indicated that Councillor J Bryant's membership of the Council had recently ceased. RESOLVED that a letter be sent to Mr Bryant thanking him for his service, and that a Notice of Vacancy be published for the Bryncoch North Ward.

3389 Allotments

The Clerk indicated that licenses in respect of the Cadoxton Allotments were due for renewal. RESOLVED that the allotment licenses be renewed in favour of the existing license holders and that site inspections be arranged in May and July.

3390 Welsh Government Consultation Paper – Reforming Local Government

Further to previous consideration by Council (Minute 3373, Council, 16 March 2015 refers) the Clerk outlined the draft response to Welsh Government from One Voice Wales. RESOLVED that Council reiterate its view that community councils should have a prominent role across Wales as the first tier of government, particularly as members are accountable and some of the proposals for alternative arrangements do not involve elected representatives.

3391 Police and PACT Meetings

Members commented that they were aware of changes in PCSO cover in the area although formal notification had not been received. RESOLVED that the Clerk write to South Wales Police to confirm current arrangements.

3392 Reports from Outside Bodies

There were no substantive reports.

3393 Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

3394 Payments – April 2015 (personnel related payments)

RESOLVED that the Clerk's report be approved.

3395 Caretaker Services

The Clerk submitted a report detailing the outcome of discussions with staff and their representatives in relation to the Council's final position on the future provision of Caretaker Services. RESOLVED that –

- The substance of the report be noted and Council confirm its decision to proceed in accordance with its final position
- The Clerk's response to Unison as detailed in the report be endorsed
- Council defer appointment of a relief caretaker (Post CT7) until appointees for the six caretaker positions (CT1-CT6) were in post
- An Appeals Committee be appointed if an appeal was lodged
- The Clerk be authorised to advertise any unfilled vacancies
- An implementation date of Monday 29 June 2015 be agreed for the reasons indicated in the report.

3396 Public Rights of Way – Footpaths Officer

The Clerk updated Council on his discussions with Neath Port Talbot CBC, and indicated that an offer of reduced grant in 2015/16 had been received. He outlined the implications for Council, and confirmed that a revised schedule of fewer footpaths had been formulated. He also outlined possible changes to the terms and conditions of employment of the Footpaths Officer, identified additional duties that could be undertaken, and confirmed that an "in principle" discussion had taken place with the individual involved. RESOLVED that –

- The revised Community Council Path Maintenance Grant in 2015/16 be accepted
- The revision to the footpath maintenance schedule and additional duties be noted
- The Footpaths Officer post be re-designated as a Parks and Footpaths Officer, and the Clerk be authorised to revise the Job Description and vary the present contract by agreement.

3397 Playground Improvements

The Clerk updated Members on progress in respect of Playground Improvements. RESOLVED that –

- progress on engagement and landscape assessment at Caewern and Cadoxton be noted
- an offer of financial assistance at Ynysygerwn be accepted and a further report be submitted to Council in due course
- the costed options reported to Council for improvement at Leiros Parc be accepted and Wicksteed Leisure be appointed to undertake the improvements.

3398 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|--------------------|------------------------------|
| 1 | Pensions Regulator | Notification of Staging Date |
|---|--------------------|------------------------------|

| | | |
|----|--|--|
| 3 | One Voice Wales | Invitation to Submit Motions |
| 4 | Welsh Government | Briefing Note re Local Government Act 2013 |
| 5 | Mid & West Wales Fire and Rescue Service | Publication of Strategic Plan and Improvement Plan |
| 6 | NPT CBC European Team | Rural Neath Port Talbot 2007-13 |
| 7 | Play Wales | Journal |
| 8 | NPT CBC Electoral Registration Officer | Consultation on Community Review 2015 |
| 10 | NPT CBC Social Services | Briefing Paper re Social Work Changes |
| 11 | One Voice Wales | Journal |

RESOLVED that the following items of correspondence be actioned as indicated -

| | | |
|----|----------------------|---|
| 2 | Jehu Construction | Invitation to Visit Construction Site |
| | | Invitation be accepted. |
| 9 | One Voice Wales | Invitation to Larger Councils Conference |
| | | Decision deferred until after the Annual Meeting. |
| 12 | Ainon Baptist Church | Request re "Yarn Bomb" Initiative |
| | | Request be acceded to. |

The meeting ended at 8.48 pm

Signed

Dated 18 May 2015

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in Cadoxton Community Centre, Neath on Thursday 23rd April 2015, at 10.00am.

Presiding Councillor J Dudley

Present Councillors R M Teague, C Teague, W Griffiths, J Hale
Councillor D Jones also in attendance

Apologies Councillor P Hunter

3399 Declarations of Interest

There were no declarations of interest at the start of the meeting.

3400 Minutes of the Last Meeting

RESOLVED that the Minutes of the Festivals Committee held on 10 March 2015 be confirmed as a correct record.

3401 Matters Arising

There were no matters arising.

3402 Choosing a Mascot

Members considered entries. RESOLVED that prizes would be given to the two schools that participated in the competition. Further RESOLVED that, in view of the options presented, further consideration would be given to the selection of a Mascot at the next meeting.

3403 Owain Glyndwr Family Fun Day

Assistant Clerk circulated Version 6 of Action Plan to Members present for discussion. Members noted and updated arrangements for the annual Fun Day. RESOLVED that Council be recommended to note progress on the individual items of the action plan.

3404 Income & Expenditure

Assistant Clerk circulated a copy of the estimated Income and Expenditure for the Fun Day scheduled at OGCC on 4th May. Members RESOLVED to note the situation at present.

3405 First Aid Course

Assistant Clerk presented Members with three options for the provision of a 1 day Emergency First Aid Training Course. RESOLVED to accept the option available through NPTCBC in the sum of £40 per person + VAT and to book three places for attendance on the course.

The meeting ended at 12.05pm

Signed

Dated
